



WEST ARNHEM



REGIONAL COUNCIL



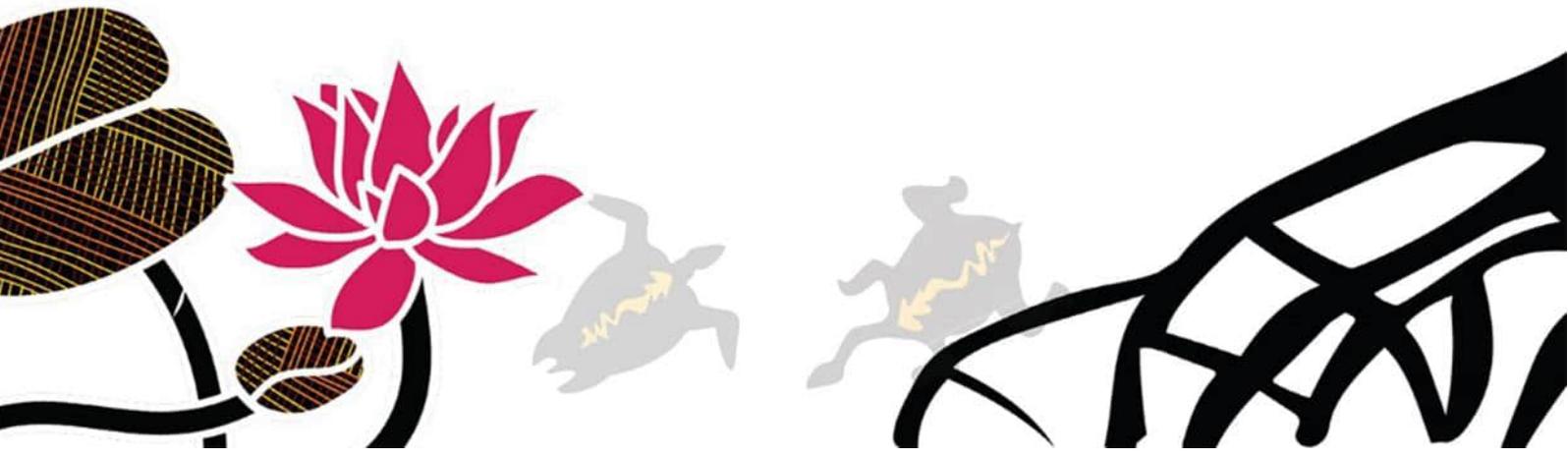
WEST ARNHEM REGIONAL COUNCIL

LOCAL AUTHORITY MEETING

AGENDA

FRIDAY, 15 SEPTEMBER 2023

MINJILANG



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Minjilang Conference Room on Friday, 15 September 2023 at 10:00 am.

Jessie Schaecken
Acting Chief Executive Officer

Code of Conduct: Local Government Act 2019

As stipulated in Schedule 1 of the Act, the Code of Conduct for Members is as follows:

1. **Honesty and Integrity:** A member must act honestly and with integrity in performing official functions.
2. **Care and diligence:** A member must act with reasonable care and diligence in performing official functions.
3. **Courtesy:** A member must act with courtesy towards other members, council staff, electors and members of the public.
4. **Prohibition on bullying:** A member must not bully another person in the course of performing official functions.
5. **Conduct towards Council staff:** A member must not direct, reprimand, or interfere in the management of, council staff.
6. **Respect for cultural diversity and culture:** A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background. A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.
7. **Conflict of interest:** A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.
8. **If a conflict of interest exists,** the member must comply with any statutory obligations of disclosure.
9. **Respect for confidences:** A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
10. **A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.**
11. **Gifts:** Members must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
12. **A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.'**
13. **Accountability:** A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
14. **Interests of municipality, region or shire to be paramount:** A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
15. **In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.**
16. **Training:** A member must undertake relevant training in good faith.

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Acknowledgement of Country

West Arnhem Regional Council acknowledges the First Nations Custodians, and the many Language and Family groups who are Managers and Caretakers to each of their Traditional homelands and Waters across the West Arnhem Region Wards.

West Arnhem Regional Council pays its respects and acknowledges Elders, past, present and rising.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
File Reference:	1084834
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

This report is to table, for the Minjilang Local Authority's record, any apologies and requests for leave of absence received from Authority members for the meeting held on 15 September 2023.

STATUTORY ENVIRONMENT

Clauses 7.1(f) and 9 *Guideline 1: Local Authorities 2023*

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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RECOMMENDATION:

That the Minjilang Local Authority received and noted member's apologies and/or requests for leave of absence for the meeting held on 15 September 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	4.1
Title:	Absent Without Notice
File Reference:	1084835
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

This report is to table, for the Minjilang Local Authority's record, any appointed members that are absent without notice for the meeting held on 15 September 2023.

STATUTORY ENVIRONMENT

Clauses 7.1(f) and 9 *Guideline 1: Local Authorities 2023*

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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RECOMMENDATION:

That the Minjilang Local Authority received and noted member's absences without notice for the meeting held on 15 September 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	5.1
Title:	Acceptance of Agenda
File Reference:	1093530
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Agenda papers are submitted for acceptance by appointed members for the Minjilang Local Authority meeting of 15 September 2023.

COMMENT

The Local Authority is encouraged to review the agenda and to accept or not accept the agenda.

STATUTORY ENVIRONMENT

Clause 11 of *Guideline 1: Local Authorities 2023* is relevant to this matter.

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

RECOMMENDATION:

That the agenda for the Minjilang Local Authority meeting of 15 September 2023 as circulated be accepted.

ATTACHMENTS

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	6.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	1093529
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Local Authority members are required to disclose an interest in a matter under consideration at a Local Authority meeting:

1. in the case of a matter featured in an officer’s report or written agenda item by disclosing the interest to the Local Authority as soon as possible after the matter is raised;
2. in the case of a matter raised in general debate or by any means other than the printed agenda of the Local Authority as soon as possible after the matter is raised.

Under disclosure, the member must abide by the decision of the Local Authority on whether he/she shall remain in the meeting room or take part in the vote on the issue. The Local Authority may elect to allow the member to provide further and better particulars of the interest prior to requesting him/her to leave the meeting room.

Staff members of Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegated authority in relation to the matter. Upon disclosure, the staff member is not to act or exercise his/her delegated authority unless the Council expressly directs him/her to do so.

STATUTORY ENVIRONMENT

Sections 114 (Elected Members) *Local Government Act 2019*

Section 179 (staff members) *Local Government Act 2019*

Clause 11.1(a) *Guideline 1: Local Authorities 2023*

STRATEGIC IMPLICATIONS

This report is aligned to pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.2	Records Delivery of storage and retrieval of records processes which support efficient and transparent administration
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.4	Risk Management The monitoring and minimisation of risks associated with the operations of Council
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

RECOMMENDATION:

That Minjilang Local Authority received and recorded declarations of interest for the meeting held on 15 September 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	7.1
Title:	Confirmation of Previous Local Authority Meeting Minutes - 11 May 2023
File Reference:	1084836
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Unconfirmed minutes of the 11 May 2023 Minjilang Local Authority meeting minutes are submitted to the Authority for confirmation that the minutes are a true and correct record of the meeting.

COMMENT

The minutes as submitted and confirmation of the minutes must comply with section 101 of the *Local Government Act 2019*.

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 as outlined in the *Regional Plan and Budget 2023-2024* as follows:

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.2	Records Delivery of storage and retrieval of records processes which support efficient and transparent administration
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

RECOMMENDATION:

That the minutes of the 11 May 2023 Minjilang Local Authority meeting are adopted as a true and correct record of the meeting.

ATTACHMENTS

- 1 2025.05.11 Minjilang Local Authority Minutes - Unconfirmed.pdf



Minutes of the West Arnhem Regional Council a Local Authority Meeting
Thursday, 11 May 2023 at 10:00

Chairperson Matthew Nagarbin declared the meeting open at 10:10, welcomed all in attendance and did an Acknowledgement of Country.

ELECTED MEMBERS PRESENT

Chairperson	Matthew Nagarbin
Mayor	Matthew Ryan
Deputy Mayor	Elizabeth Williams
Member	Shane Wauchope
Member	Clint Wauchope
Member	David Makings
Member	Charles Yirrawala

STAFF PRESENT

Chief Executive Officer	Paul Hockings
Chief Corporate Officer	David Glover (video conference)
Chief Corporate Officer(incoming)	Deirdre O'Sullivan
Finance Manager	James Stockdale (video conference)
Executive Assistant to CEO	Jasmine Mortimore
Waste and Resources Coordinator	Sara Fitzgerald
Acting Minjilang Council Services Manager	Lee Kirschner
Acting General Manager Technical Services	Clem Beard (video conference)
Projects Coordinator Infrastructure	Sam Fazzolari (video conference)

APOLOGIES

3.1 APOLOGIES AND LEAVE OF ABSENCE

The Committee considered Apologies and Leave of Absence.

MIN149/2023 RESOLVED:

On the motion of Mr Shane Wauchope

Seconded Mr Charles Yirrawala

That the Minjilang Local Authority received and noted member apologies for Cr Guwiyul and Ms. Audrey Lee for the meeting held on 11 May 2023.

CARRIED

ABSENT WITHOUT NOTICE

West Arnhem Regional Council

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Minjilang Local Authority Meeting
Thursday, 11 May 2023

4.1 ABSENT WITHOUT NOTICE

The Committee considered Absent Without Notice.

MIN150/2023 RESOLVED:

On the motion of Mr David Makings

Seconded Mr Shane Wauchope

That the Minjilang Local Authority received and noted nil member absences without notice for the meeting held on 11 May 2023.

CARRIED

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 9 FEBRUARY 2023**

The Committee considered Confirmation of Previous Local Authority Meeting Minutes - 9 February 2023.

MIN151/2023 RESOLVED:

On the motion of Mr David Makings

Seconded Mr Clint Wauchope

That the minutes of the 9 February 2023 Minjilang Local Authority meeting are adopted as a true and correct record of the meeting.

CARRIED

LOCAL AUTHORITY ACTION ITEMS**9.1 REVIEW OF LOCAL AUTHORITY ACTION ITEMS**

The Committee considered Review of Local Authority Action Items.

MIN152/2023 RESOLVED:

On the motion of Mr Shane Wauchope

Seconded Mr Clint Wauchope

That the Minjilang Local Authority reviewed the action items list and approved to remove any completed actions.

CARRIED

CEO / CSM REPORT ON REGIONAL COUNCIL SERVICES**10.1 CSM OPERATIONS REPORT ON CURRENT COUNCIL SERVICES**

The Committee considered Minjilang CSM Operations Report on Current Council Services.

MIN153/2023 RESOLVED:

On the motion of Mr David Makings

Seconded Mr Charles Yirrawala

That the Minjilang Local Authority received and noted the report entitled '*CSM Operations Report on Current Council Services*'.

CARRIED

FINANCE REPORT**13.1 FINANCIAL REPORT TO MARCH 2023**

The Committee considered Financial Report to March 2023.

MIN154/2023 RESOLVED:

On the motion of Mr Charles Yirrawala

Seconded Mr Shane Wauchope

That the Minjilang Local Authority received and noted the report entitled '*Financial Report to March 2023*'.

CARRIED

13.2 LOCAL AUTHORITY PROJECT FUNDING

The Committee considered Local Authority Project Funding.

MIN155/2023 RESOLVED:

On the motion of Mr David Makings

Seconded Mr Clint Wauchope

That the Minjilang Local Authority:

1. Received and noted report entitled '*Local Authority Project Funding*'; and
2. Continued to discuss the use of the remaining, unallocated, Local Authority Project Funding of \$1,474.

CARRIED

GENERAL ITEMS**15.1 MINJILANG THEATRE SCREEN - STRUCTURAL ASSESSMENT AND ESTIMATED COSTINGS FOR STRUCTURE COMPLIANCE**

The Committee considered Minjilang Theatre Screen - Structural Assessment and estimated costings for structure compliance.

MIN156/2023 RESOLVED:

On the motion of Mr David Makings

Seconded Mr Shane Wauchope

That the Minjilang Local Authority:

1. Received and noted report entitled '*Minjilang Theatre Screen - Structural Assessment and Estimated Costings for Structure Compliance*',
2. Reviewed this project and did not approve the allocation of \$57,620 from Minjilang Local Authority funding for the viability of project completion; and
3. Request the administration look at options for LED mobile screens and bring a report to the next local authority meeting.

CARRIED

15.2 WASTE AND RESOURCE MANAGEMENT REPORT

The Committee considered Waste and Resource Management Report.

MIN157/2023 RESOLVED:

On the motion of Mr David Makings

Seconded Mr Charles Yirrawala

That the Minjilang Local Authority received and noted report entitled '*Waste and Resource Management Report*'.

CARRIED

Following a number of consultation sessions by National Indigenous Australians Agency (NIAA) regarding the replacement of the Community Development Program (CDP), the Local Authority Members had a general discussion about the Arnhem Land Progress Aboriginal Corporation (ALPA) and CDP employees working in collaboration with Minjilang staff to help provide WARC services in the community.

15.4 BUDGET CONSULTATION REPORT - 2023-2024

Deirdre O'Sullivan CCO tabled the draft 2023/24 Budget given Council had only adopted the document for consultation the previous day. Deirdre provided an overview of the document, talked specifically about projects related to Minjilang and answered member's questions.

MIN158/2023 RESOLVED:

West Arnhem Regional Council

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Minjilang Local Authority Meeting
Thursday, 11 May 2023

On the motion of Mayor Matthew Ryan
 Seconded Mr Charles Yirrawala
 That the Minjilang Local Authority received and noted report entitled '*Budget Consultation Report – 2023-2024*'.
CARRIED

15.5 REGIONAL PLAN CONSULTATION REPORT

Paul Hockings CEO tabled the draft 2023/24 Regional Plan noting Council had only adopted the document for consultation the previous day. Paul walked members through each page of the document and answered member's questions.

MIN159/2023 RESOLVED:
 On the motion of Mr Charles Yirrawala
 Seconded Mr Clint Wauchope
 That the Minjilang Local Authority:

1. received and noted report entitled '*Regional Plan Consultation Report*'; and
2. Minjilang Local Authority Members requested the following changes to page 11 of the draft Regional Plan & Budget 2023-2024:
 - a. Remove prior members Lachlan Nagegeyo & Jimmy Cooper; and
 - b. Add new member Audrey Lee but be aware of her cultural relationship with the Chair.

CARRIED

15.3 LOCAL AUTHORITY MEMBERS QUESTIONS

The Committee considered Local Authority Members Questions.

RECOMMENDATION:
 That the Chairperson invited questions from Local Authority Members:

1. Shane Wauchope raised the non-attendance of Local Authority member Audrey Lee at meetings and suggested that Audrey attend the next meeting via MS Teams in a separate room to be arranged by Minjilang CSM.
2. David Makings noted the ongoing Starlink issues in Minjilang since the transition approximately 1 month ago i.e. voice calls disconnecting when answering the call.

Meeting adjourned for lunch 12:03pm and reconvened at 12:45, when Georgia Corrie joined the meeting and provided members with an information session on the Voice from the Heart and the Voice to Parliament.

NEXT MEETING

13 July 2023

MEETING DECLARED CLOSED

Chairperson Matthew Nagarbin declared the meeting closed at 13:01.

This page and the preceding pages are the minutes of the Minjilang Local Authority Meeting held on 11 May 2023.

 Chairperson

 Date Confirmed

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	9.1
Title:	Review of Local Authority Action Items
File Reference:	1084840
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

To present to the Minjilang Local Authority an update on the action items list.

BACKGROUND

The Minjilang Local Authority members are encouraged to discuss the action items list.

COMMENT

The actions that the Local Authority resolves are to be acted upon by the Chief Executive Officer and relevant staff. Delays or complications in complying with a decision may occur and this report enables Local Authority and staff to progressively acknowledge the completion of actions or provide reasons for actions that are not completed.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the goals in pillars 1 and 6 of the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

Goal 1.1

Community Engagement

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3

Council and Local Authorities

Excellence in governance, consultation administration and representation

RECOMMENDATION:

That the Minjilang Local Authority reviewed the action items list and approved to remove any completed actions.

ATTACHMENTS

- 1 Minjilang LA Action Items List - In Progress.pdf

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
09.02.2023		CRECHE ROOF	In progress	<p>Updated 02 May 2023 Engineering and design expected to be completed 100% by the 15th May. Next Step is to source QS report to confirm funding required to complete works to upgrade facility.</p> <p>Updated 3 July 2023 – Clem Beard QS Services visited site Thursday 29/06/2023 to inspect roof and compile an internal condition report. At time of writing awaiting QS to provide estimates for remediation works funded by the external provider estimated at \$172,000.00.</p> <p>Updated 4 September 2023 – Clem Beard Awaiting funding updates for progress of project. Grants are applying to carryover unspent funds from previous financial year and apply for a new grant application for balance of funds required to complete works.</p>	Technical Services
14.12.2022	OCM117/2022 MIN159/2023	5 SPEEDBUMPS 2 SOLAR LIGHTS	In progress	<p>Update 21 January 2023 An updated report including indicative costings are included in this meeting for project to proceed.</p> <p>Updated 03 May 2023 Speedbumps now located (Jabiru) and delivery redirected Minjilang. Works Crew to complete works required.</p> <p>Solar Lights delivery mid-May – Awaiting Steadman contractors to install per CSM instruction</p>	CSM

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Updated 3 July 2023 CSM has advised - Works completed per Works Crew – awaiting confirmation of delivery of bollards.</p> <p>Updated 14 August 2023 – Cathy Makings CSM Speed Bumps and Signs have been installed. SWO has the approval of borrowing a cement mixer from Garnig Rangers to complete the installing of the bollards.</p>	
14.12.2022	OCM117/2022 MIN159/2023	OUTDOOR MOVIE THEATRE	COMPLETED	<p>Update 21 January 2023 An updated report including indicative costings are included in this meeting for project to proceed.</p> <p>Updated 02 May 2023 An updated report including indicative costings have been received from the engineers report. The updated report is included in this meeting for project discussion on viability of project in its current form.</p> <p>Updated 3 July 2023 Project now cancelled due to high costs to proceed with reinstatement of facility.</p>	Technical Services
11.05.2023	156/2023	Request Administration look at options for LED mobile screens and bring a report to the next local authority meeting.	In Progress	<p>Updated 3 September 2023 An updated report including indicative costings has been included in this meeting for discussion.</p>	Technical Services
14.07.2021	OCM59/2021	ANIMAL MANAGEMENT PROGRAM – MINJILANG Council approved the allocation of	COMPLETED	<p>Update: 28 January 2022</p>	CSM

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
10.08.2022	OCM78/2022	<p>\$2,940 of Local Authority funding to the 2021/2022 Animal Management Program</p> <p>Council approved the allocation of a total of \$10,113.44 from future Minjilang Local Authority funding for the next 3 years towards the animal management program as per the breakdown below:</p> <ul style="list-style-type: none"> o \$3,145.80 from 2022-2023 Minjilang Local Authority funding. o \$3,366.01 from 2023-2024 Minjilang Local Authority funding. o \$3,601.63 from 2024-2025 Minjilang Local Authority funding. 		<p>Community visits have been postponed due to COVID-19 travel restrictions. New dates will be scheduled once the restrictions are lifted.</p> <p>Update 28 April 2022: The vet service in Minjilang has been scheduled to recommence on 16 May 2022 to 20 May 2022.</p> <p>Update 02 August 2022: The vet service in Minjilang has been scheduled to revisit Minjilang on 5 September to 9 September 2022</p> <p>Update: 03 October 2022 Vet Services have been completed for September. Vet services for next year have been put out for tender for the next 12 months.</p> <p>Update 21 January 2023 Vet Services tender for 2023 has been awarded to The Ark Animal Hospital for the WARC region. Minjilang community is scheduled to receive (2) two proposed annual visits:</p> <ul style="list-style-type: none"> • 5 vet days in July • 5 vet days in September <p>Updated 28 April 2023 The vet visit has been confirmed and scheduled to be onsite in the community from the 02/07/2023 to 05/07/2023 providing veterinary services to the community</p> <p>Updated 3 July 2023 6 x Vets arrived Sunday 02/07/2023; visited each residence; treated all dogs and cats in the community.</p>	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Updated 4 September 2023 – Cathy Makings Report sent to WARC 11/08/23 regarding work done by vets in Minjilang. Vets visited every house to office tick and mange medicine and surgery 14 surgeries for 14 dogs and cats Gave medicine to 46 dogs Vaccinated 8 puppies Euthanized 1 dog</p>	
31.03.2015	10.3.3	<p>EXPANSION OF THE RUBBISH DUMP That the Local Authority recommends that Council work on plotting the expansion of the rubbish dump with Northern Land Council (NLC)</p>	In progress	<p>License has been sought from NLC for Lot221/A</p> <p>Update: 07 October 2020 The administration met with NLC lawyers on 28 September 2020, and was advised that NLC consultations in Minjilang will recommence in 2021.</p> <p>Update: 05 February 2021 The NLC has confirmed that consultations in Minjilang will restart in 2021.</p> <p>Update: 07 June 2021 The administration contacted the NLC on 7 June 2021 and is waiting on the NLC to confirm consultation dates.</p> <p>Update: 11 August 2021 The Quantity Surveyor report has been completed and the administration is reviewing the cost estimate report to determine outcome. The NLC have been engaged to explore the extension of the existing Lot size to provide sustainable waste management in the future and we await outcome.</p> <p>Update: 01 October 2021 NLC are reviewing the current agreements for the</p>	Technical Services/ CSM

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
				<p>waste facilities. No further updates at this stage. Update and advice on consultation dates expected by November 2021.</p> <p>Update: 28 January 2022 NLC have advised that consultation dates have been delayed due to COVID-19 restrictions. The administration is following up on the confirmation of new consultation dates.</p> <p>Update: 28 April 2022 NLC have advised consultation dates are scheduled for 21 June 2022 to discuss the expansion of the dump.</p> <p>Update: 02 August 2022 NLC have advised waste disposal sites are on hold to get some uniformity across the board on lease terms.</p> <p>Update: 03 October 2022 NLC have again advised that waste disposal sites are on hold to get some uniformity across the board on lease terms. The administration will continue to follow up on this and provide updates when received from the NLC.</p> <p>Update: 28 April 2023. No further updates received awaiting NLC documentation for progress. NLC have again advised that waste disposal sites are on hold to get some uniformity across the board on lease terms. The administration will continue to follow up on this and provide updates when received from the NLC</p> <p>Updated 4 September 2023 No further updates received awaiting NLC documentation for progress. NLC have again advised</p>	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
05.11.2020	OCM173/2020	<p>SCOPE AND BUDGET FOR AIRPORT SHELTER UPGRADE</p> <p>Council considered the Minjilang Local Authority's recommendation for the administration to provide a scope and budget for:</p> <ul style="list-style-type: none"> ○ The upgrading of the airport shelter. 	In progress	<p>that waste disposal sites are on hold to get some uniformity across the board on lease terms. The administration will continue to follow up on this and provide updates when received from the NLC</p> <p>Update: 01 October 2020 A report providing the scope and budget for this item is included in the agenda.</p> <p>Update: 05 February 2021 The administration is preparing a proposal that will be submitted to the Building Better Regions Fund (BBRF) program in March 2021. The BBRF is an Australian government infrastructure scheme that provides funding for projects in regional and remote areas.</p> <p>Update: 7 June 2021 A scope for this project will be included in the agenda for the next meeting scheduled for July 15 2021.</p> <p>Update 11 August 2021 A report has been prepared by the administration and will be presented at this LA meeting</p> <p>Update: 01 October 2021 A report outlining the scope upgrade and cost estimate has been prepared and will be presented at the LA meeting.</p> <p>Update: 15 November 2021 - A report outlining the scope upgrade and cost estimate has been prepared and will be presented at the LA meeting.</p> <p>Update: 28 January 2022</p>	Grants/ Technical Services/ CSM
16.12.2020	OCM197/2020	<p>AIRPORT SHELTER UPGRADE</p> <p>Council directed the administration to write to DIP, and request the Department to divert \$ 39,515.00 of Local Authority funds to Council controlled projects to meet the cost of upgrading the airport shelter in Minjilang.</p>			
10.08.2022	OCM78/2022	<p>Council directed the administration:</p> <ul style="list-style-type: none"> ● To send letters to other stakeholders in Minjilang, and request them to co-contribute to the cost of the Minjilang Airport shelter upgrade. 			

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
		<ul style="list-style-type: none"> To try and seek additional funding for the Minjilang Airport shelter upgrade at an estimated cost of \$91,000 		<p>An updated report outlining the scope upgrade and cost estimate has been prepared and will be presented at the LA meeting.</p> <p>Update 28 April 2022: The administration has prepared a report that will be presented at the LA meeting.</p> <p>Update 02 August 2022: The administration has prepared a report that will be resubmitted at the LA meeting for discussion.</p> <p>Update 06 October 2022 The following updates have been provided for today's meeting: Directive to request for funding from DIPL: DIPL advised they have no ownership/lease in place for facilities at the airport. DIPL's responsibilities are inside the airport and airport apron only. No Land Use Agreements are in place for the facilities or airport waiting area, and DIPL have no interest in seeking any Land Use Agreements in this part of the airports across the region. The administration will consult with the Local Authority on the way forward at this meeting. With regards to the directive to send letters to other stakeholders in Minjilang, and request them to contribute to the cost of the airport shelters, the Chief Operating Officer will provide a verbal update at the meeting. With regards to the directive to try and seek approximately \$91,000 for the airport shelter upgrade, Ongoing conversations with are being held</p>	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
				<p>with Technical Services at an Executive level regarding the lease for the land the shelter occupies. No further updates at this stage.</p> <p>Update 21 January 2023 The grants team is seeking funding opportunities for this project. Technical Services have provided cost estimates for the project.</p> <p>Update 02 May 2023 The administration has lodged an expression of Interest (EOI) with the NLC to allocate/LUA the area outside the Airport Apron to upgrade and maintain facilities management by WARC.</p> <p>ALPA CDP have constructed a concrete path to the waiting area and the CSM has requested if CDP can facilitate repairs to Waiting Area Structure Roof as a CDP project to assist all users of Airport facilities.</p> <p>Updated 14 August 2023 WARC have procured the materials to complete works and will coordinate works to be completed in conjunction with Minjilang CDEP when local labour becomes available and participants return from cultural absence.</p>	
16.12.2020	OCM197/2020	<p>MINJILANG COUNCIL OFFICE DISABILITY RAMP AND TOILET</p> <p>Council directed the administration to provide a scope and budget for the following projects in anticipation of future Local Authority funding:</p> <ul style="list-style-type: none"> A disability ramp at the 	In Progress	<p>Update: 04 February 2021 - The technical services team is sourcing for quotes and will prepare a report for the next Local Authority meeting.</p> <p>Update: 06 June 2021 The administration is working with the building certifier and architect to design a disabled ramp and convert the current toilets to a compliant disabled toilet to provide a scope of work and cost estimate.</p>	Grants/Technical Services/ CSM

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
10.08.2022	OCM78/2022	<p>Council office in Minjilang.</p> <ul style="list-style-type: none"> A public toilet that caters for the disabled. <p>Council:</p> <ul style="list-style-type: none"> Approved the allocation of \$25,000 from Minjilang Local Authority funding to meet the costs for the architectural and structural drawings for the Minjilang Council office disabled access ramp and toilet; and Directed the administration to try and seek additional funding for the construction of the Minjilang Council office disabled access ramp and toilet at an estimated cost of \$586,900.00 		<p>Update 01 October 2021 A report has been prepared by the administration and will be presented at the LA meeting.</p> <p>Update 15 November 2021 A report has been prepared by the administration and will be presented at the LA meeting.</p> <p>Update 28 January 2022 The administration has prepared a report that will be presented at the LA meeting.</p> <p>Update 02 August 2022: The administration has prepared a report that will be resubmitted at the LA meeting for discussion.</p> <p>Update: 03 October 2022 The administration will provide further details and measurements for the redesign of building. Once the design is finalised for ramp and existing office modifications the Concept Design will be sent to QS Services to establish a budget for project proposal.</p> <p>Update 28 April 2023 The grants team is seeking funding opportunities for this project. QS Services have provided cost estimates for the project of \$586,900.00 for Minjilang Office renovations to meet compliance for disabled access.</p> <p>Updated 4 September 2023 The grants team in conjunction with Technical Services are applying for two (2) stage funding through the 'Growing Regions Program – 1' per below</p> <p>Expression of Interest: ➤ Opening date 05/07/2023</p>	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
				<ul style="list-style-type: none"> ➤ Closing date 01/08/2023 Full Application: ➤ Opening date 01/11/2023 ➤ Closing date 12/12/2023 	

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	10.1
Title:	CSM Operations Report on Current Council Services
File Reference:	1079288
Author:	Cathy Makings, CSM Minjilang

SUMMARY

This report will present the Local Authority with an update on council services provided in the community for the period 2nd July – 5th September 2023, as prepared and presented by Council Services Manager (CSM) Cathy Makings.

BACKGROUND

All issues / matters raised are to be discussed by Local Authority members, as detailed in the attached report.

COMMENT

1. Attendance rates

1.1. Staff Attendance

The Minjilang Council department has averaged 60% attendance for the past three months which has impacted on the ability of Council to complete the required works in the community. Conversely, the Aged care team have been able to provide additional services to the community by investigating potential NDIS opportunities for the community.

- Senior Administration Officer covered Aged Care Support Jabiru 08-09 August 2023.
- Utilities Support Contractor (USC and formally known as Essential Services Officer) Maningrida covering USC 09-21 August 2023.
- Senior Administration Officer covered Administration Support Jabiru 14-18 August 2023.
- Senior Administration Officer covered Minjilang CSM duties 21-25 August 2023.
- Team Leader Officer covered Senior Works Officer duties 21 August – 01 September 2023.

Currently recruiting for the following positions:

- Utilities Support Contractor.
- Community Care Assistant (to be advertised).
- Currently working with the Manager Community Services Support and Manager Business Development to create a casual pool that has capacity to move across the Child Care, Aged Care, Night Patrol and Youth, Sport & Recreation spaces.

Total number of vacancies	2
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2. Administration Services

2.1. Administration

The Minjilang Council administration office was open from 8:30am to 4:30pm on each business day during the report period.

- StarLink was fully installed during March 2023 and staff have been able to continue working as landline phones and computers have been fully functional at all times.

2.2. Post Office

Post Office services are provided by Minjilang Council administration staff during normal business hours. Mail was received, sorted and dispatched each business day.

- There has been a large volume of parcels recently, with residents seemingly making the most of online shopping.

Total postage received	682kg
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2.3. Centrelink

The Minjilang Centrelink Office operates between 8:30am to 4:30pm each business day.

- Staff were kept busy assisting residents with enquiries and facilitating agency contact via computers and phone.

2.4. Cleaning

Scheduled cleaning of council assets have been completed as follows:

- Council office – twice a week – total of 18 occasions.
- Playground amenities – once a week – total of 9 occasions
- Public toilets - twice a week – total of 18 occasions.
- Visitor Accommodation rooms cleaned as required – total 12 room cleans.
- Contracted to do a deep clean of Lot 230 (Territory Families GEH House), which took 14.25 hours to complete and was on-charged to the department.

2.5. Visitor Accommodation

Total number of current visitor accommodation available is 10, and bookings can be made through Little Hotelier.

3. Wellbeing Services

3.1. Sport & Recreation

- Majority of the community have been away for church retreat, sorry business and Darwin Show which has seen a decline in attendance since June 2023.
- Basketball and AFL continue to be the main sports played but some old fashioned games are regaining popularity and are thoroughly enjoyed by the children.
- Two discos have occurred during the reporting period.
- The holiday program was in full swing over the July school holidays.
- Minjilang entered teams in the Kurrung Carnival in Jabiru 01-02 September in Men's basketball, Women's basketball and Men's AFL. Minjilang women were victorious on the day, winning all pool games and winning the Grand Final to bring home the cup. Sophia Lee was announced as Most Valuable Player of women's basketball.



Attendance totals	787
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3.2. Early Learning

- The Minjilang Creche closed on 16 June 2023 at 2:00pm until further notice. We await details of timeline for works and reopening of service.

Attendance totals	n/a
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3.3. Aged Care

Council in Minjilang provided support for four clients Monday to Friday with the possibility that support will be available for more clients.

- Daily meals are prepared by ALPA Store and delivered by the Admin team.
- Many of our clients including NDIS are still away for medical, funeral or personal reasons.
- We are currently working to increase staff levels in the Community Care space to all Council communities to increase the number of services available to aged care recipients.
- Plans are under way to have the Council Community Care team bring the clients to the Youth Sport & Recreation hall each morning and prepare their breakfast. During the morning the clients will have the opportunity to have a shower if they wish, spend social time with each other ending with served lunch and returned home.
- Staff will work in conjunction with Red Lily Health Board team to achieve same.

Total meals provided	322
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3.4. Night Patrol

Night patrol services were provided on 45 of the 63 available nights between 9:00pm and 3:00am.

- Police made a commitment to the community they would spend one week every four weeks. This has not been happening as they only spend three-four days each time due to the urgency of needing to return to Maningrida.
- At the stakeholder meeting on 8 June 2023 several people voiced their concerns on the lack of police presence.
- Clinic staff have been overwhelmed with night time call-outs causing them to close of a daytime to catch up on sleep. They are also needing the assistance of the Night Patrol team during the weekends.

3.5. Broadcasting

In conjunction with TEABBA, broadcasting services were provided for minimal hours of the available days, between 12:00pm and 4:00pm, for the reporting period.

- Services were not provided on 330.5 hours due to no available staff.

Total number of On-Air hours	11.5 hrs
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4. Community Works

4.1. Parks and Open Space

The community is generally clean and tidy.

- Emu bobs are conducted one – two times a week, as required.
- Mowing in the community is undertaken as required and is starting to slow down during the dry season.

- The Minjilang team have an existing contract to maintain Red Lily Health Board's clinic and staff houses, and is now also doing the maintenance on the Police Compound.
- Hard rubbish around the community is picked up every two weeks.

4.2. Roads

Road repairs have commenced across the community.

- The joint-asset grader has arrived from Warruwi. Once a complete service is completed, grading of the roads will be undertaken.

4.3. Waste

The landfill site is open to the public as there is no proper fencing to control access. As required the team clean the site and manage rubbish pits.

- Rubbish runs continue to operate two times per week – Mondays and Thursday are the designated times but this may vary on occasion due to staff shortages or public holidays.
- Hard rubbish collected twice per month, a total of 18 times for the reporting period.

4.4. Plant and equipment

- John Deere tractor – Broken Glass door and oil seal problem.
- Night Patrol troopy is waiting for the mechanic to visit to install parts.
- Several mowers are out of action, awaiting parts to arrive.
- Crèche car to be sent to Darwin to analyse problem – DPF not working correctly.

5. Essential Services

5.1. Power

- Nil interruptions.
- Genset services as scheduled.
- Scheduled Barge fuel deliveries and transferred fuel to the power station as per schedule.
- Quarterly reads as scheduled.

5.2. Water

- Water samples conducted as per scheduled review. All returned positive readings.
- Bore pumps and sewer lift pumps (hours and volumes) readings taken as scheduled.
- Council continues to work with Stedman Constructions to repair water leaks around the community.
- Service requests completed for PowerWater.
- Monthly and quarterly water and wastewater samples taken and delivered for transport.

5.3. Sewerage

- Sewer lift pumps (hours and volumes) readings taken as per schedule.
- Pond gates scraped on nine occasions.
- Monthly sewage samples taken as per schedule.

5.4. Airfield

Daily inspections were undertaken by the ARO, and no significant issues were noted.

- CASA Airfield Annual Technical Inspection occurred on 10 July 2023.
- Permission approved by DIPL for Santos Mining to land their 7.5 tonne helicopter on 13 July 2023.

6. Community

6.1. Local Authority projects

- **Current**
 - Animal Management Program 2023 continues, with the Vets scheduled visit occurring on 2-5 July 2023. This visit saw the vets de-sex four dogs and five cats, vaccinate eight puppies, carry out five operations and one euthanasia of a dog with owner's permission.
- **Future**
 - Airport terminal upgrade – The Minjilang team have been working together with CDP in pouring concrete to make a pathway from the Airport entrance gate to the GA Apron gate. There is a small portion yet to be completed.
 - Playground for smaller children added to the current playground.
 - Feasibility report included in papers to install a water tap and electrical power point at the basketball court.

6.2. Other projects

- **Current**
 - Virginie Branchud from Aboriginal Areas Protection Authority (AAPA) visited the community to have consultation with custodians of sites in Minjilang and in the area of the proposed new cemetery. Council Service Manager to liaise with TO's and elders for their input in naming the cemetery.
- **Future Opportunities**
 - Disabled ramp and showers at council office.

6.3. Community meetings and events

CSM coordinated a community event between school, clinic and LA on 10 Aug 2023.

- Fortnightly Operations Meetings.
- 08-09 August 2023 - Keep Australia Beautiful Heimo Schrober and WARC Sara Fitzgerald.
- 09 August 2023 - NIAA visit long with WARC Jabiru staff members, Manager Community Services Support, Community Wellbeing Senior Project Officer, Manager Business Development, and Grants Administration.
- 04-05 July 2023 - KPMG Workshop Jabiru.
- 11 July 2023 - NAIDOC Elders Luncheon.
- 14 July 2023 - NAIDOC Celebrations
- 25 July 2023 - Kurrung Carnival Working Group
- 08 August 2023 - Kurrung Carnival Working Group
- 28 August 2023 - Kurrung Carnival Working Group

Total number of meetings and events attended by the CSM	28
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6.4. Community key focus areas

- Home brewing and petrol sniffing still occurring in the community.
- 01-02 July 2023 – Break-in occurred at the Minjilang School and Stedman Contractors Car was stolen.
- NAIDOC Week Activities:
 - 6 July 2023 – Minjilang Team cooked lunch for the elders of the community.
 - 7 July 2023 – Raising the flag, Welcome to Country, BBQ and afternoon festivities.
- Kurrung Festival Jabiru on the 01-02 September 2023.





STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation, administration and representation
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RECOMMENDATION

That the Minjilang Local Authority received and noted the report entitled '*CSM Operations Report on Current Council Services*'.

ATTACHMENTS

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	13.1
Title:	Financial Report to August 2023
File Reference:	1083854
Author:	James Stockdale, Finance Manager; Corey White, Accountant

SUMMARY

This Financial Report for the year to date period 1 July 2023 to 31 August 2023, the first two months of the 2023-24 financial year, is prepared for the Minjilang Local Authority.

BACKGROUND

This Financial Reports include the following attachment:

- Graphical Finance Presentation

The report is to be read in conjunction with the graphical presentation attachment.

COMMENT

The Local Authority members are encouraged to discuss the Finance Report for the period ended 31 August 2023. The report covers all of the activities within the Minjilang Community. There are activities related to Core Services both Tied and Untied, Commercial Services, and Community Services activities. Additionally, there are some projects that are funded from Council's own money.

A summary of the total Minjilang income and expenditure is shown below.



Actuals v Budget by Local Authority Area

as at 31 Aug 2023

Description	MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	10,117	10,117	-	-	60,700	17%
Income Council Fees and Charges	724	2,800	(2,076)	(74%)	16,800	4%
Income Operating Grants	150,178	80,458	69,720	87%	482,750	31%
Income Investments	-	-	-	-	-	0%
Income Allocation	9,382	16,934	(7,551)	(45%)	88,176	11%
Other Income	642	1,167	(525)	(45%)	7,000	9%
Income Agency and Commercial Services	64,289	166,795	(102,506)	(61%)	948,769	7%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	10,474	10,474	-	-	62,844	17%
Total Operational Revenue	245,806	288,744	(42,939)	(15%)	1,667,039	15%
Operational Expenditure						
Employee Expenses	231,528	254,117	(22,589)	(9%)	1,500,717	15%
Contract and Material Expenses	35,228	92,006	(56,778)	(62%)	359,886	10%
Finance Expenses	203	245	(42)	(17%)	1,470	14%
Travel, Freight and Accom Expenses	23,408	27,716	(4,308)	(16%)	157,052	15%
Fuel, Utilities & Communication	14,826	54,168	(39,342)	(73%)	325,006	5%
Other Expenses	27,184	62,403	(35,219)	(56%)	357,027	8%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	133	(133)	(100%)	800	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
Total Operational Expenditure	332,377	490,788	(158,411)	(32%)	2,701,958	12%
Total Operational Surplus / (Deficit)	(86,571)	(202,044)	115,472	57%	(1,034,920)	8%



Annual Budget Operating Position

as at 31 Aug 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(86,571)	(202,044)	115,472	57%	(1,034,920)	8%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(9,382)	(16,934)	7,551	45%	(88,176)	11%
Add Back Non-Cash Expenses	65,846	97,357	(31,510)	(32%)	552,284	12%
Total Non-Cash Items	56,464	80,423	(23,959)	(30%)	464,109	12%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(11,545)	(4,167)	(7,378)	(100%)+	25,000	46%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	11,545	4,167	7,378	(100%)+	25,000	46%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	37,806	-	37,806	(100%)	-	100%
Total Additional Inflows	37,806	-	37,806	100%	-	100%
Net Budgeted Operating Position	(3,846)	(125,788)	121,941	97%	(595,811)	1%

STATUTORY ENVIRONMENT

Regulation 17 of the *Local Government (General) Regulations 2021* outlines the requirements for financial reporting to Council.

POLICY IMPLICATIONS

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to Pillar 6 as outlined in the *Regional Plan and Budget 2023-2024*.

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration.

Our processes, procedures and policies are ethical and transparent.

Goal 6.1	Financial Management Provision of strong financial management and leadership which ensures long term sustainability and growth
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VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That the Minjilang Local Authority received and noted the report entitled '*Financial Report to August 2023*'.

ATTACHMENTS

- 1 Graphical Financial Presentation Minjilang - August 2023.pdf



**Minjilang Local Authority Committee
Financial Management Report for the
period ended 31st August 2023**

Actual v Budget – Operational – July 2023 to August 2023

Annual Budget Operating Position

as at 31 Aug 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(86,571)	(202,044)	115,472	57%	(1,034,920)	8%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(9,382)	(16,934)	7,551	45%	(88,176)	11%
Add Back Non-Cash Expenses	65,846	97,357	(31,510)	(32%)	552,284	12%
Total Non-Cash Items	56,464	80,423	(23,959)	(30%)	464,109	12%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(11,545)	(4,167)	(7,378)	(100%)+	25,000	46%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	11,545	4,167	7,378	(100%)+	25,000	46%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	37,806	-	37,806	(100%)	-	100%
Total Additional Inflows	37,806	-	37,806	100%	-	100%
Net Budgeted Operating Position	(3,846)	(125,788)	121,941	97%	(595,811)	1%

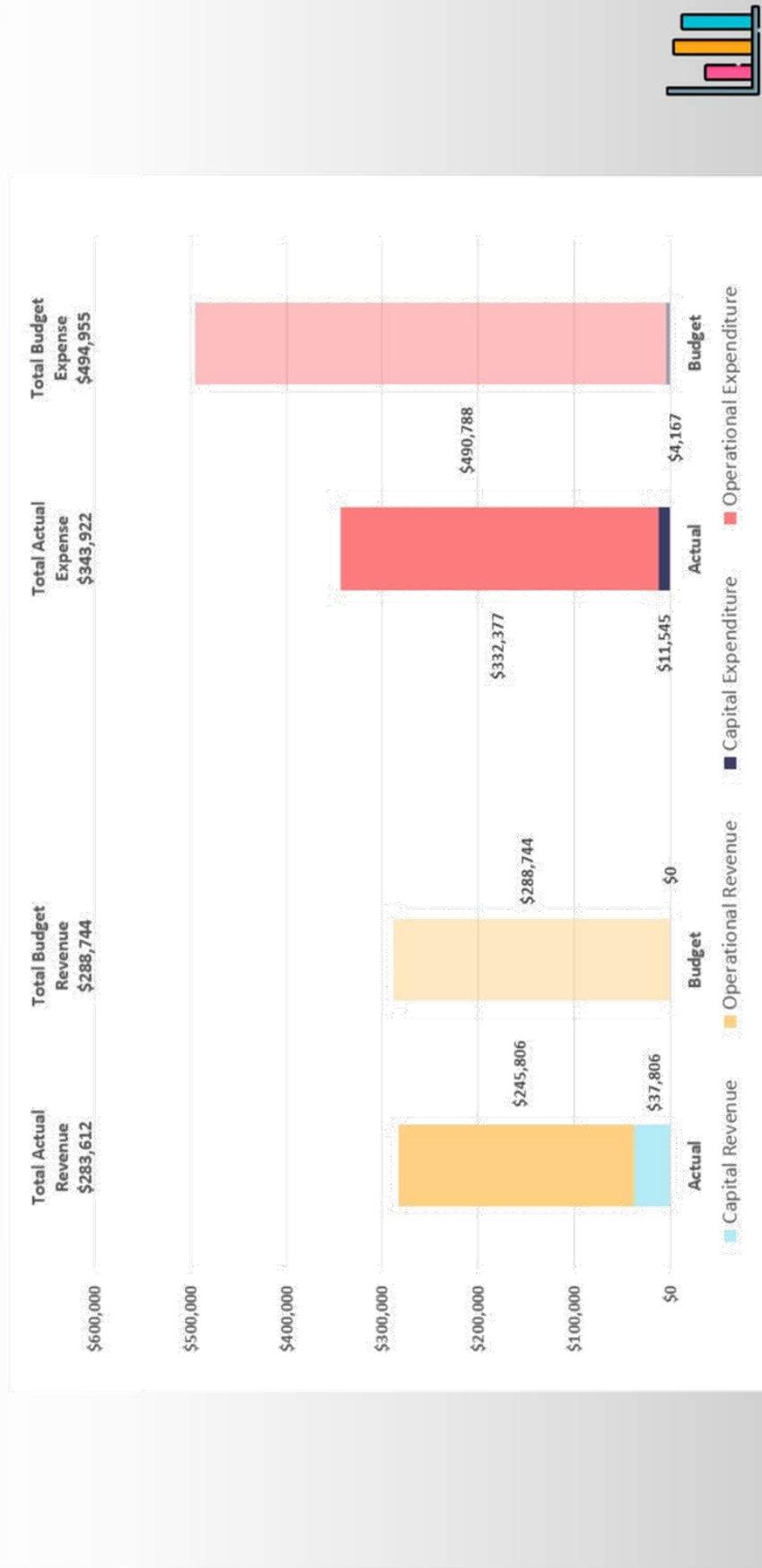
Legend:

- Unfavourable variance over \$75,000
- Unfavourable variance under \$75,000
- Favourable variance
- ! Variance over \$300,000





Actual v Budget – Minjilang – July 2023 to August 2023





Council Funded Projects – July 2023 to August 2023

Reserve Activity	Approved Budget	Date of Approval	Expenditure Prior Financial Years	Expenditure this Financial Year	Commitments	Balance as at 31.08.2023	Status
5274.04 - Purchase Toyota Hilux	55,000	FY 21/22	(52,194)	-	-	2,806	Completed
5280.04 - Purchase Ride on Mower	35,000	FY 21/22	-	-	(35,461)	461	Purchase Order Approved
Capital Reserve Balance	90,000		(52,194)	-	(35,461)	2,345	





Grant Funding – Local Authority Projects – Available Funds - July 2023 to August 2023



Grant Funding - Local Authority Projects	Funding Amount	Funding Year	Funds Received	Funds not yet Received	Allocated	Balance as at 31.08.2023
Local Authority Projects Funding	36,900	FY 21/22	36,900	-	(36,900)	-
Local Authority Projects Funding	36,900	FY 22/23	36,900	-	(7,225)	29,675
TOTAL FUNDING	73,800	-	73,800	-	(44,125)	29,675

LAP - funding available 23/24 - Expected not yet confirmed	36,900	FY 23/24	-	36,900	-	36,900
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Grant Funding – Local Authority Projects – July 2023 to August 2023

Grant Funding - Local Authority Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure to date 2023-24	Commitments	Available Funds as at 31.08.2023	Status
LAP - Solar Lights	95,970	FY 20/21	95,970	(67,518)	-	(9,070)	19,382	Installed - Not finalised
LAP - Animal Management Program 2023	3,145	FY 22/23	3,145	(3,145)	-	-	-	Ongoing
LAP - Speed Bump - Minjilang	23,815	FY 22/23	23,815	(12,221)	(815)	-	10,779	Installed - Not finalised
TOTAL LOCAL AUTHORITY PROJECTS	122,930	-	122,930	(82,884)	(815)	(9,070)	30,161	



Grant Funding – Community Projects – July 2023 to August 2023

Grant Funding - Community Projects	Approved Income Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure Prior years	Expenditure to date 2023-24	Commitments to Date	Available Funds as at 31.08.2023
Home Care Packages Program (HCP)	-	FY 22/23	-	-	(640)	-	-
Commonwealth Home Support Program	-	FY 22/23	-	-	(3,145)	(4,500)	-
Night Patrol	-	FY 22/23	-	-	(37,281)	-	-
Safety and Wellbeing - Sport and Recreation	-	FY 22/23	-	-	(16,760)	(493)	-
Remote Sport Program	-	FY 22/23	-	-	-	(75)	-
Deliver Indigenous Broadcasting Programs	-	FY 22/23	-	-	(520)	-	-
Manage Crèche	550,000	FY 22/23	173,284	-	(19,870)	-	153,414
NAIDOC Week Activity	-	FY 22/23	1,132	-	(1,128)	-	4
Celebrating Aboriginal Culture (Australia)	-	FY 22/23	1,250	-	-	-	1,250
TOTAL COMMUNITY PROJECTS	550,000		175,666	-	(79,344)	(5,068)	154,668





New Assets or Additions to Existing Assets – August 2023

No new assets were commissioned in August 2023



WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	14.1
Title:	Presentations and Visitors
File Reference:	1093490
Author:	Jasmine Mortimore, Travel and Executive Assistant to the CEO & Mayor

SUMMARY

The purpose of this report is to provide Council with a list of presentations to be made by representatives of various entities and organisations that are stakeholders of the West Arnhem Regional Council.

BACKGROUND

At various times, Council requests that presentations be made so that issues can be raised and information shared.

COMMENT

The following visitors/ presenters will be video conferencing in at today's meeting.

Minjilang Local Authority – Presentations / Visitors				
Time	Topic	Presenter/Visitor	Organisation	Invited by
10:30am	Tidy Towns Program	Heimo Schober – Chief Executive Officer	Keep Australia Beautiful	Sara Fitzgerald, Waste & Resource Coordinator
10:45am	Enrolment and participation in voting events. Community Electoral Participation Officer recruitment and Local Assistant, Registrations of Interest. Community Consultations Stakeholder Engagement Q&A	Maryanne Walley – Engagement Office for the NT Divisional Offices	Australian Electoral Commission	At their request to attend
11:00am	Burial and Cremation Regulation 2022	Doreen Alusa / Hugh King	Department of the Chief Minister and Cabinet	Clem Beard, Technical Services, Fiona Ainsworth Acting Chief Operating Officer
11:15am	LA Review update	Linda Weatherhead	Dept. Chief Minister and Cabinet	At their request to attend
11:30am	Update from Member of Arafura	Manuel Brown MLA	Member of Arafura	Jessie Schaecken, Acting CEO

STRATEGIC IMPLICATIONS

In accepting presentations at this meeting, Council is actively engaging in its obligations as detailed in the *Regional Plan and Budget 2023-2024* as follows:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

Goal 1.1

Community Engagement

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life

RECOMMENDATION:

That Members noted the:

Presentation by Heimo Schober from Keep Australia Beautiful Presentation by Maryanne Walley from the Australian Electoral Commission Presentation by the Department on the NT Burial and Cremations Act and Draft Guidelines to the management of human remains. Presentation by Linda Weatherhead on the Local Authority Review and Noted the LA Review Final Report, Guideline and Implementation Plan. Presentation by Manual Brown MLA

ATTACHMENTS

- 1 LA Review Presentation - 29.08.2023.pdf
- 2 LA Review Report, Guideline and Implementaion Plan.pdf

Department of the Chief Minister and Cabinet

Local Authorities Review



The logo for the Northern Territory Government, featuring a stylized white flower or sunburst icon to the left of the text "NORTHERN TERRITORY GOVERNMENT" stacked vertically.





Local Authorities

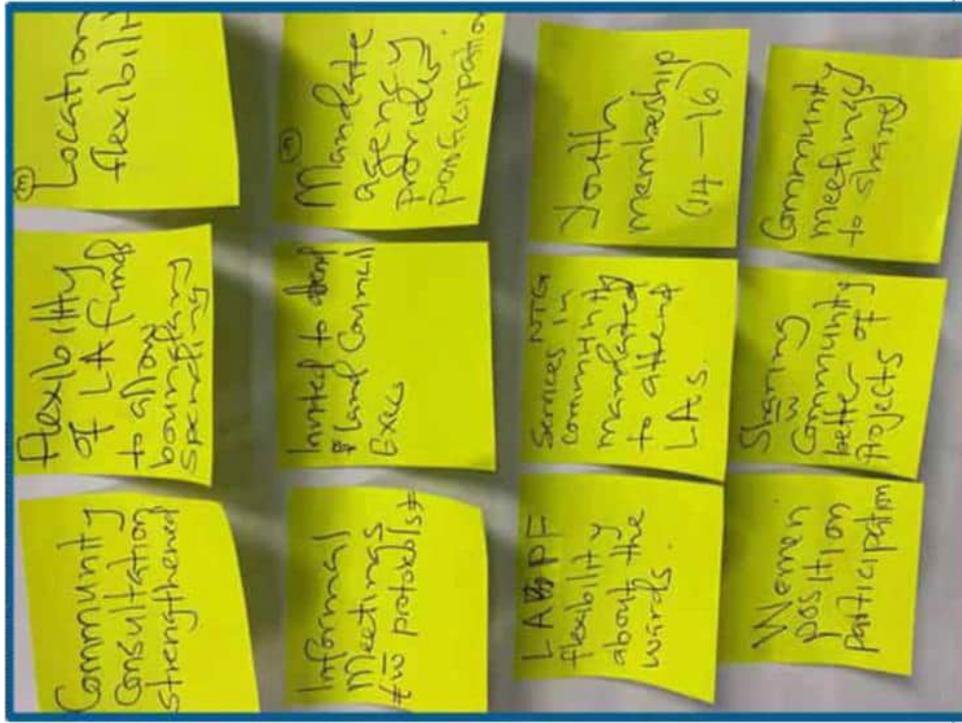
- **Local authorities provide a voice for communities in regional councils.**
- **Involve local communities in local government business**
- **Help communities give their opinions on local government business and takes their views to council**
- **Involve local communities in developing policies for their area and contribute to the regional plan**
- **Advocate for communities**
- **Make recommendations to the council about budget allocations for the area.**

LA Review

Why? Some communities across NT say they do not have a voice with their council; do not know what their council does for them

What did we find?

- Some strong LAs doing great things; LA funds being spent on community priorities;
- Not consistent across NT
- Need flexibility – respond to different communities
- Need to be clear about LA role, and let communities know
- LAs should set their own agenda and conduct their meetings
- Councils to consider delegating decision making



Principles to guide greater community engagement

- 1. Flexible governance** – adaptable and appropriate to different communities and led by the LA
- 2. Community-centred, place-based engagement** – recognising local needs, languages, time frames and cultural protocols to encourage community involvement.
- 3. Empowerment** - LAs should have authority to effectively carry out their core role as intended in the Act
- 4. Outcomes-focused** – it is the what not the how that matters.
- 5. Accountability** - LAs and their councils continue to demonstrate high standards in governance and the use of public resources.



How can we improve Local Authorities?

Increased participation in LAs, include homeland leaders	Involve more women	TOs to be involved in LAs	Encourage youth representation on LAs and Regional Councils	Allow proxies	Training for LA members and youth
More frequent LA meetings	Invite Land Council executives to LAs	Use plain English	LA to provide advice to Housing Reference Groups	More machinery available in community to get things done	Create employment i.e., waste, weed, fire management, parks and gardens
Share meeting minutes on noticeboards/communication	Hold meetings in public, flexibility around meeting process	More money/more resources	Set achievable outcomes	More flexible funding timeliness/guidelines	Share with communities project timelines
NTG/Agency staff to keep LAs and Councils informed	Community consultation strengthened	Avoid duplication of services	What is a LA? - Advocate - Power/decision-making	Delegate authority to LA for project funding and membership	Get other organisations to the table



Changes to Guidelines

LA Guideline 1

Introduction of proxy membership

Flexibility on boundaries to allow for initiatives that cross LA borders

LAs to make recommendations on membership

Streamlining of procedural requirements including agenda and reporting

LAPF funding guidelines

Project pre-conditions and consultations to be built into timelines.

Expeditious feedback on projects from councils to LAs required and reasons for decisions if recommendation not approved

Councils to actively consider delegating LAPF decision making to empower LAs

Enabling of major projects to be delivered over 4 years so that 4 year funding may be pooled

LAPF funds can be pooled with funds from Council or another entity for a particular project



Next steps

- Minister has signed off on review and implementation plan
- The Department, councils, LAs and the Local Government Association of the NT (LGANT) will promote the new approach and commence implementation.
- Improvements and ideas will continue to be incorporated to strengthen the role of LAs.
- The new approach will be reviewed and adjusted as required with the Reference Group reconvening at the end of the year.



We have all committed to taking actions to strengthen the role of the LAs and will be seeking updates on your progress on these over the next 6 months. Please keep LGU posted on the changes you are making and your best practice examples so that we can share these with others.



Local Authority Review Report

March 2023

1. Background

Local authorities (LAs) were established in 2014 under section 53B of the former *Local Government Act 2008* (the 2008 Act). LAs were established as a response to concerns from communities that the transition from the former community government councils to regional councils led to a loss of communities' voices in the planning and delivery of council programs and services in their community.

The inclusion of LAs in the structure of regional councils is intended to ensure communities have a say in their regional councils' planning, prioritisation, funding and delivery of services and infrastructure for their community; and the provision of information and feedback to communities about the councils' decisions and activities in that community. The ultimate goal is effective, responsive council services for remote communities.

2. Intent of the Legislative Framework

On 1 July 2021, the intent of the 2008 Act was further strengthened when it was replaced with the *Local Government Act 2019* (the 2019 Act). In addition, the previous *Guideline 8: Regional councils and local authorities* (Guideline 8) was replaced by the new *Guideline 1: Local Authorities* (Guideline 1). The provisions in the 2019 Act were in a new chapter entitled Local Decision Making to reinforce the intent and purpose of LAs.

The 2019 Act requires regional councils to seek their LAs' advice and recommendations in relation to the council's budget; their priorities for expenditure; their service delivery; regional plans; strategic directions; and funding. Regional councils must also ensure their strategies and plans are informed by the vision and priorities of the LAs, and must work with their LAs to foster constructive working relationships between the council and community.

The 2019 Act specifically provides for expanded roles for LAs and a mechanism for giving communities a stronger voice in local government matters that affect them. Section 78 defines the functions of a LA:

- to involve local communities more closely in issues related to local government;
- ensure that local communities are given an opportunity to express their opinions on questions affecting local government;
- to allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region;
- to take the views of local communities back to the council and act as advocates on their behalf;
- to contribute to the development of the regional plan;
- to make recommendations to the council in relation to the council's budget and the part of the council's area within which the LA performs its functions.

Guideline 1 provides how LAs are to operate and be administered by their respective regional councils, including appointments and resignations, meetings, LA member payments and reporting.

3. Local Authority Review

Local Authority Review Report

In 2021, before the commencement of the 2019 Act, the Department of the Chief Minister and Cabinet (CM&C) started a desktop review (Review 1) of how well regional councils and LAs were meeting the intent of the 2008 Act and Guideline 8. The aim of Review 1 was to identify good practice across the NT as well as areas that could be further strengthened, and to determine what actions could be considered to better support the delivery of the intent of LAs given their expanded roles under the 2019 Act. Review 1 focused on the 66 LAs established across the Northern Territory for the period 1 July 2019 to 30 June 2020.

Review 1 was informed by the information available on regional councils' websites, information held and observations made by CM&C and some feedback and insights provided by regional councils. The findings and draft recommendations were provided to councils and other stakeholders in early 2022 for comment.

The Review 1 report acknowledged limitations associated with any desktop process. However it provided a platform for more discussion with councils, LA members and others, resulting in the direction outlined in this report.

Review 1 confirmed that there is noticeable diversity in the functioning of LAs and the way councils work with them, with some LAs engaging strongly with their communities and working with their councils to deliver on community priorities and aspirations, and some others struggling to meet or attain quorum to enable recommendations to be made about community priorities. Some LAs, with their councils' support, consider broader matters than council business, acting as a forum and conduit for community engagement in matters including local, Territory and Commonwealth government priorities.

In addition, feedback from councils and LA members has indicated that some of the requirements placed on them by the NT Government, or interpretations of these requirements, are impeding their ability to achieve their core functions.

Feedback on Review 1 included the following:

Role of LAs:

- a need for greater recognition, promotion and celebration of the strengths of the LA model and more sharing of examples of LAs and their councils successfully achieving the intent of the Act;
- the need for CM&C, councils and LAs to have a clear and common understanding of the definition and scope of their core functions and requirements;

Flexibility:

- the need for flexibility in how LAs and their councils deliver on the core functions (or choose to move beyond the core) to respond to differences between communities, their aspirations and the capacity of LAs;
- providing flexibility for those communities, LAs and councils who want to have more integrated engagement, not just on local government matters. For example, some communities would like to see a single body coordinating community input into local government and NT Government (or broader) planning, services and prioritisation; while others have indicated a preference that LA members continue to focus on local government and other groups are established or continue to provide input into NT Government and broader matters;

Local Authority Review Report

- recognition that some LAs are well established with consistent membership who deliver well-regarded outcomes for their communities and council, and others are less established; and that, over time, LAs may cycle through these stages. This impacts on the levels of support needed from councils for their LAs and the level of autonomy LAs may have, and needs to be accommodated in expectations set by CM&C and required of councils;

Decision making:

- LAs should have as much influence and decision-making power as is appropriate to their stage of development and the delegations of the council; for example, some councils have already delegated decision making in the use of LA Project Funding (LAPF) to their LA, and some have delegated decision making over other community funding. The council is the decision-maker about the level of delegation relevant for their LA/s;

LA Members:

- a need for greater role clarity, capacity building and support for LA members and LA chairs;
- the need to revisit whether proxies should be permitted for LA members;

Administration:

- CM&C should remove any administrative requirements that detract from the ability of the LA and council to deliver on their core function. This needs to be balanced with good governance and accountable administrative process, reflecting that LAs are involved in the use of public resources and should be respected in their communities as informed, well governed and responsive structures;
- performance reporting should be focused on the intended outcome; i.e. the demonstration by councils of the engagement of communities through their LAs, and of the council's responsiveness to the advice, input and advocacy of their LA, including through the delivery of agreed community priorities;
- LAs should be able to set their own agendas and conduct their own meetings, while recognising the role of councils in managing administration, building capacity and responding to the varying levels of experience and capacity of members;

Resourcing/support:

- some LAs and their councils continue to see benefit in having CM&C representatives at meetings at least occasionally, to coordinate responses to questions from community and LAs about NT Government matters, as well as to support engagement with other NT Government agencies;
- LAPF is a valuable resource for LAs and their councils to respond to community priorities. However, some councils struggle to spend these funds in the required time frames. The support role of CM&C is important in helping councils to address any barriers to the timely expenditure of funding on community priorities as determined by the LA and council;
- Accessible information should be provided to enable communities to understand how priorities for the use of LAPF are determined, and where they are spent;
- A need for a review of the LAPF guidelines to ensure their alignment with the core intent of the LAs;
- Any changes to the LA model should avoid requiring additional council resourcing. For example, where communities and their LAs want to have a broader role than council matters, there may need to be negotiation of partnering with NTG or others to share costs.

As a result of feedback and further discussions, the focus of the Review 1 report changed considerably into this report. This report emphasises the intent of the legislative framework for LAs and provides a principles-based direction for how this intent will be strengthened across the diverse councils of regional NT.

This review does not anticipate a change in the 2019 Act in relation to the role of LAs; LAs will remain part of their regional council structure, and continue to be subject to the control and direction of their relevant regional council.

4. Principles

The following principles have been developed to guide the way in which CM&C, regional councils and LAs will support the effective integration and involvement of communities in the system of local government, as intended in the 2019 Act. A Draft Review Report incorporating the principles below was circulated to all Councils in October 2022 for further feedback from Councils and LAs. This was part of an iterative process to LA review that will also incorporate feedback from the Local Authority Review Implementation Reference Group. Submissions received are attached at Schedule I. An amendment to Guideline 1 will be required to fulfil the aspirations below.

PRINCIPLE: Flexible governance	
<i>What does this mean?</i>	<p>All LAs have a core role: to enable their community to have a say in their regional councils' planning, prioritisation, budgeting, and service delivery for their community; and to support the provision of regular feedback to their communities about council activities and the achievement of LA priorities.</p> <p>Councils and their LAs, with their communities, will determine how they deliver the role so it is adaptable to different locations, community aspirations, and capacity. CM&C will facilitate the sharing of examples of good practice from LAs across the NT.</p>
<i>What does this look like?</i>	<p>LAs, with their councils, decide:</p> <ul style="list-style-type: none"> • whether they and their community prefer that the LA focus on council business or take a broader approach with a wider range of community matters. If a broader approach is agreed this may need negotiation of support from CM&C or other partners for non-council activities. Also, if a broader approach is agreed community input should ensure it avoids duplicating other community structures, authority or roles and that the role is understood and supported; • inviting other community organisations to meetings or seeking representatives to the LA; working in partnership with other organisations through a memorandum of understanding (MOU). • how and when the LA will conduct meetings and engage with their community, remove unnecessary formality; • how the LA will prioritise LAMP funds including how community input will be heard, how priorities will be decided, and how decisions and outcomes will be communicated to the community; • In many instances, LAs want the flexibility to use LAMP to leverage additional funding from other sources such as Land Councils, or to pool funding from multiple years to deliver larger projects or contribute to priority community projects that may not be within local government remit; • whether delegated decision making will be requested from the council; • the nomination process for LA members, with councils seeking LA and community input into their policy on criteria for selecting LA members; • the number of appointed members up to a maximum of 14; • whether the Mayor/President will be a member of LAs beyond their own ward; • the frequency of LA meetings (minimum four per year, with timing to enable input into, and feedback from, council planning);

Local Authority Review Report

PRINCIPLE: Flexible governance	
	<ul style="list-style-type: none"> the location of LA meetings - they should be held in public places to maximise opportunity for community members to attend; whether attendance at meetings via phone/video conference will be allowed; and the inclusion of or consultation with traditional owners. <p>Membership and attendance is carefully considered:</p> <ul style="list-style-type: none"> LA members want the flexibility and ability to appoint proxies; Representation and development of young people crucial: young members, youth forum, presentations to school or inviting school groups to meetings; Representation at the LA to be based on community or council agreed protocols such as families, clans, or outstations; and Approvals for new people to join LA are streamlined. <p>First LA meetings to recommend to council:</p> <ul style="list-style-type: none"> nomination of LA chair; the kinds of priorities the LA would like to focus on for their community; how information about meetings and decisions will be publicised. This must be at least on the council website for transparency for community members; and the use of interpreters.

PRINCIPLE: Community-centred, place based engagement	
<i>What does this mean?</i>	The way the council and LA engage with each other and the community is place-based and adapts to local needs, languages, time frames and cultural protocols to encourage community involvement.
<i>What does this look like?</i>	<ul style="list-style-type: none"> LAs will recommend to their council the process for community engagement and two-way communication between the council, LA and community. Community engagement is supported by principles of the Remote Engagement and Coordination Strategy. Communication is clear and accessible. LAs with their councils decide the nature and format of reports to be provided by councils to LAs – brief, diagrammatic reports are enough. LAs and their councils decide how the feedback about priorities is given to the LA and community in a timely way such as through the Council Community Based Manager, local council member or LA chair outside of meetings if needed. Regional councils support their LAs to host at least one community based event each year to support community input into LA priorities, and council planning. These events may be funded through some LAPF. For example, some LAs may hold community barbecues twice per year to provide input into LA priorities and council plans for their area; and to receive feedback about how the LA and council has responded to that input. Information is provided by regional councils in LA meeting agenda papers on:

Local Authority Review Report

PRINCIPLE: Community-centred, place based engagement

- Decisions that council has made based on the LA's recommendations and advice
- Council resources and service delivery in the community.
- Progress / status updates on LA project recommendations.
- The amount of funding that is available to the LA for community priorities.
- Conduct community surveys.

PRINCIPLE: Empowerment***What does this mean?***

LAs have authority to effectively carry out their core role as intended in the Act.

What does this look like?

- Where LAs seek to do so, regional councils consider opportunities for delegation of relevant decisions to LAs consistent with the Local Government Act 2019, including decision making about priorities for LAPPF.
- Councils, with CM&C and LGANT assistance, provide training and resources to support professional development of LA chairs and members in governance and the LA role; and clearly communicate the role of LAs and regional councils to communities.
- Sitting fees for LA members are reviewed and based on the length of meetings, to bring equity and parity with other organisations in communities.
- LAs are an advocate for their communities – to governments and other organisations.
- Consider changing the name of local authorities to avoid confusion and so people better understand what a LA does.

PRINCIPLE: Outcome-focused***What does this mean?***

LAs (and communities) can see that their recommendations to the council, based on community engagement, are being acted on; where this is not the case, they are informed of the reason.

What does this look like?

- Council annual reports include information that demonstrates how they have engaged with communities via their LA, and the outcomes delivered in response to LA recommendations/decisions.
- Each LA has a roadmap of projects and plans.
- Governance is neutral and open to consider all options in order to deliver community benefit.
- Compliance activity by CM&C focuses on the intended outcome of LAs.

PRINCIPLE: Accountability***What does this mean?***

LAs and their councils continue to demonstrate high standards in governance and the use of public resources

PRINCIPLE: Accountability	
<i>What does this look like?</i>	<ul style="list-style-type: none"> • LAs have opportunities for professional development in governance consistent with their core role through their council and/or with support from CM&C and/or LGANT if requested. • Decision making is transparent, focused on the best interests of the community as a whole, and conflicts of interest are managed. Information is accessible to community members about meetings, meeting proceedings, and opportunities for participation. • Meetings are generally open to community members unless there is a defined need for confidentiality consistent with the provisions in the <i>Local Government Act 2019</i>. • More community meetings are held and resourced appropriately. • LA members take an oath to serve diligently and do their best for the community, obey the rules of governance and commit to the code of conduct and being positive and constructive. This may include the Code of Conduct being translated into language. • LAs develop rules and standards for how they work. • LA members are supported to go to Council meetings. • Councils and LAs use all available channels of communication to share information including social media, pamphlets, public address systems and video loops in public places, community radio stations, community screens, and notice boards. • Councillors regularly attend Local Authority meetings.

5. Next Steps

This report will be provided to regional councils and other stakeholders for comment and input. Regional councils are encouraged to engage with their LAs in developing feedback. CM&C is available to assist as needed.

An implementation plan will be drafted for feedback from regional councils and LAs through their respective councils. The implementation plan will be developed through a reference group led by CM&C with LGANT, council and LA representatives.

The final LA Review report and Implementation Plan will be provided to the Minister for Local Government for consideration and approval. It is intended that this will be completed by the middle of 2023.

The LAPF Funding Guidelines will be reviewed in 2022-23 in consultation with regional councils along with Guideline 1. Any recommendations for changes will then be provided to the Minister for Local Government with proposed implementation in 2023-24.

Revised Funding Guidelines

Local Authority Project Funding

Purpose

Local Authority Project Funding (LAPF) is funding provided to regional councils to support priority projects in individual communities recommended by a local authority through a community consultation process.

Objectives

The objectives of the program are to:

- Support the timely delivery of priority projects recommended by a community through their local authority.
- Assist in building improved communities by providing funding assistance for community priority projects that facilitates community activity.
- Promote community engagement and involvement in and representation to regional councils through local authorities.
- Promote the development of local authority capacity to represent, govern and engage with their communities and positively influence the business of council.

Funding Pool

LAPF funding is allocated by the Department for each local authority based on a pre-set formula. Funding is allocated only to those local authorities published in the guidelines made by the Minister for Local Government under Part 5.1 of the *Local Government Act 2019*.

The level of LAPF offered annually for each local authority will be fixed for the term of the council.

Local Authority Project Recommendations and Approvals

As part of the budget development process, regional councils must work with individual local authorities to develop a list of projects that are identified and prioritised through a community engagement process.

The list of recommended projects should ensure projects can be delivered within the time frame allowed to retain and fully expend LAPF funds. Projects must be completed within two years, or in the case of approved major projects, four years.

Details of projects to be delivered with the LAPF are to be published in the council's annual budget with each local authority's budget.

Tip: While prioritising projects councils should consider timelines and potential delays, such as availability of trades and materials or negotiation of leases with the relevant land council, and prioritise projects accordingly. For example, if a project will take more than a year to deliver because of the need to obtain permits and leases, work should commence on securing those permits and leases but another project that can be delivered within a shorter timeline should be prioritised for completion with available funding.

The local authority must pass a resolution for each project the LAPF will be used for. If the priority of projects changes during the financial year, the local authority must also pass a resolution at a local

authority meeting. A copy of the minutes must then be formally considered by the regional council at its next council meeting for consideration and ratification.

The council should ensure projects are considered and approved as expeditiously as possible. Feedback should be provided to the local authority and the community as soon as projects are approved.

If a local authority project is not approved, the local authority is to be advised of the reasons for this decision by council.

Tip: Council may consider holding a special meeting if there is a long delay before the next ordinary council meeting and there are a number of local authority projects to consider.

Delegation of LAPF decision making to local authorities

A regional council may delegate powers to individual local authorities including the authority to allocate and approve projects the LAPF funding is to be used for. The minutes of the local authority meeting is to form part of the council's meeting agenda papers for noting and implementation. The council CEO must action the local authority's decision as soon as practical.

Major Projects

A major project is where a regional council intends to deliver a project combining more than two years' LAPF funding into a single project. The major project must be completed within four years of receipt of the original year's LAPF funding.

The council must submit a project plan on the required template to the Department of the Chief Minister and Cabinet for approval of all local authority projects that seek to combine funding in this way.

NOTE: Regardless of whether a council has delegated decision making to its local authority, all major project plans must only be submitted by the regional council (not the local authority) for approval. If a project is not commenced by the planned date or there are delays caused by the council then the full value of funds may be required to be repaid.

Specific details of the project must be published in the regional council's annual budget for the relevant local authority. The major project's progress is to be submitted as part of the annual grant acquittal process.

Joint projects/pooled funds

LAPF funds can be pooled with funds from Council or another entity for a particular project. The LAPF can either be used as a payment contribution to an external agency or entity; or an external agency or entity may provide funds to the regional council to pool with the LAPF.

In these cases, the council should document an agreement which clearly details the financial contributions, roles and responsibilities of each of the parties to ensure the successful delivery of the project. Factors such as risk considerations before, during and after completion of the project must be taken into consideration if funds are to be pooled with other entities (see also Risk Management below).

Where funds are provided by an external agency to the regional council to pool with the LAPF, the management of all funds must comply with all legislative requirements applicable to the council including the *Local Government Act 2019* and related *Local Government General Regulations 2021*.

Pre-conditions

If the proposed project relies on pre-conditions (such as the acquisition of a section 19 lease under the *Aboriginal Land Rights (Northern Territory) Act 1976*), then the project should make provision for consultations or pre-conditions in the planning stage and as far as possible factor these requirements into the timelines to ensure LAPF funds are fully spent within the allowable time limit.

Risk Management

Where funds are to be used for a purpose outside the council's sole control, or on an asset or land that is not owned or controlled by council, the council must consider the liability and insurance requirements associated with that project.

For example:

- Where an asset or land is not owned or controlled by council then agreement of the owner should be secured if possible. If this is not secured then Council should weigh up the risks against consequences for other council or LA work or outcomes in the community if the project is not advanced.

Where funding is pooled and a project is to be delivered in partnership with another organisation, a risk management plan should be in place to mitigate risks and clarify responsibilities including:

- Project Lead or Coordination Committee and Project Manager
- Appropriate insurance and any underwriting arrangements
- Who will maintain records, verify invoices, make payments
- Compliance with regulatory requirements
- Certification, acquittal and reporting
- Evaluation.

All risks associated with the project are to be managed by the council. The Department of the Chief Minister and Cabinet will not be held responsible for any liability or ongoing costs arising out of the use of these funds.

What can LAPF be used for?

Without limiting the scope of projects the LAPF can be used for, provided below are examples of acceptable use of the funding. The list below is not exhaustive and if clarification is required then advice should be sought from the Local Government Unit of the Department of the Chief Minister and Cabinet.

- Repairs and maintenance of community assets controlled or owned by the council. For example park fencing, solar lighting, road repairs and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. For example trailers, graders, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures/stands.

- Upgrade/enhancement of community facilities. For example sporting venues, upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation; upgrade of women's or men's sheds /shelters.
- Festivals or other events – to be conducted only within the Local Authority area LAMP has been provided for.
- Community based programs – including music, art or dance; uniforms for sporting events; or preservation of culture or traditions.

What LAMP shouldn't be used for?

- Purchase of motor vehicles, with the exception of graders, and fuel expenses
- Payment of recurrent staff salaries or entitlements; or recurrent operating costs of council
- Cash prizes or sponsorships
- Meeting costs and associated payments to local authority members
- Travel costs or any form of allowances
- Purposes that are not related to local government services and that should be addressed by an NT or federal government agency.
- Administration and/or project management fees are not to be levied on this grant funding.

Council employee costs

Council employee costs directly related to the delivery of a specific approved LAMP project, such as constructing a playground, or producing flyers and organising a community event, are permitted to be expensed against the LAMP. However ongoing employee costs or employees costs not directly related to the delivery of a specific LAMP project are not permitted to be costed to the LAMP.

Process for Grant Payment

At the beginning of each financial year regional councils will receive a letter of offer and acceptance documentation from the Department of the Chief Minister and Cabinet detailing the LAMP allocation being offered to each individual local authority.

LAMP will only be paid following an assessment of the grant acquittal and confirmation that funds have been used as per the terms and conditions of the grant, and the LAMP grant acceptance form is signed and returned to the Department of the Chief Minister and Cabinet.

Where a grant acquittal does not appear to meet the terms and conditions of the grant, then payment of that particular local authority's funding may be withheld until all queries have been resolved.

Reports to the Local Authority

At each local authority meeting, a report is to be submitted by the council detailing the total amount of funding available and spent on each local authority project under this program in that financial year.

Funds Management

- The LAMP must be fully expended within two years, or in the case of major projects within four years, of receipt of funding.
- All approved projects are required to be procured in accordance with the *Local Government Act 2019* and, as far as practical under the NT Government's Buy Local Plan.
- A funding acquittal for the year ended 30 June for each local authority must be submitted in the required format on or before 31 August in each year. Failure to provide the financial reports by 31 August will result in delays in paying further funds.
- Failure to expend the grant within the time limit, major delays, or lack of significant progress may result in the Department of the Chief Minister and Cabinet withholding a LAMP payment for a local authority or seeking repayment of funds.
- Requests to carry-over unspent funds after the allowed time limit are to be submitted via email to: lg.grants@nt.gov.au. All requests will be considered on a case by case basis and approval is not automatic.
- The Department of the Chief Minister and Cabinet reserves the right to withhold future LAMP funds if the regional council has not completed the project within the agreed time limit; or may request all unspent funds to be repaid if there is little or no progress on the major project.
- The Department of the Chief Minister and Cabinet reserves the right to request the full value of the grant to be returned if the council disposes of an asset acquired with this funding within four years of the payment of the grant.

Guideline 1: Local Authorities

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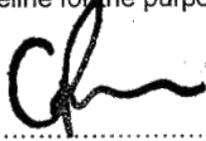
Guideline 1: Local Authorities

LOCAL GOVERNMENT GUIDELINE NO. 1

Local Government Act 2019

Making of Guideline

I, Chanston James Paech, Minister for Local Government, under section 342 of the *Local Government Act 2019*, hereby make this Guideline for the purposes of the Act.



.....
Minister for Local Government

8 / 8 / 2023

Guideline 1: Local Authorities

1 Title

- 1.1 This Guideline is titled *Guideline 1: Local Authorities*.

2 Commencement

- 2.1 This Guideline commences on the day after it is made by the Minister for Local Government. All previous versions of this Guideline are revoked.

3 Definitions

For the purposes of this Guideline:

Act means the *Local Government Act 2019*.

council means a council for a region.

member means a local authority member.

provisional member is a member nominated by the local authority and awaiting ratification by council.

provisional decision means a decision, by majority vote, made by the members at a provisional meeting (see clause 11.5).

provisional meeting means, at the time and place set for a local authority meeting when a quorum has not been established, at least one third of members are present and agree to hold a meeting (see clause 11.1).

4 Establishing and maintaining local authorities

- 4.1 A council must establish and maintain the local authorities for the council listed in the Schedule to this Guideline.
- 4.2 A council must determine the area for each of its local authorities.
- 4.3 While area boundaries are defined it is acknowledged that initiatives that deliver community outcomes may cross boundaries.

5 Local authority members

- 5.1 The council will consider recommendations from the local authority on its composition and membership of the local authority. A council must resolve the number of members for each local authority.
- 5.2 There must be at least 6 members and a maximum of 14 members for each local authority, unless the Minister approves a different maximum number of members for a particular local authority. Different local authorities of a council may have different numbers of members.
- 5.3 A local authority may recommend for consideration by the council, different categories of membership or representation at meetings (such as associate membership, stakeholder representation, honorary membership, observers; or specific representation from certain groups such as Traditional Owners, clans, young people, women).
- 5.4 A council must keep a register, accessible on the council's website and at the council's public office, of the following information in relation to each current member of a local authority:
- (a) the member's name;
 - (b) the date of appointment;
 - (c) the local authority the member represents;
 - (d) whether the member is a council member or otherwise a community member;
 - (e) the date of the cessation of the member's membership (if applicable).

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6 Policy for appointments and resignations

- 6.1** A council must have a policy for its local authorities that provides for the following:
- (a) calling for nominations as soon as practicable after a vacancy arises;
 - (b) how the call for nominations is to be advertised and promoted so that residents of the local authority area know about it, know who to give a nomination to and when nominations close;
 - (c) consideration of the nominations received, which must be an item of business at the first ordinary meeting of the council after nominations close;
 - (d) the selection process for local authority members;
 - (e) how it takes into account the recommendations of the local authority;
 - (f) the selection process and term of appointment of the chairperson, including the option of a rotating chairperson;
 - (g) the process for the resignation of a member in writing;
 - (h) how, and in what circumstances, appointment of a member may be revoked or otherwise cease (such as non-attendance).
- 6.2** The local authority may resolve to endorse provisional membership for any vacancies at an ordinary meeting or a provisional meeting. Provisional membership will count for the purposes of quorum but must subsequently be ratified by council.

7 Minimum number of meetings

- 7.1** The CEO must ensure that at least 4 meetings for each local authority are held in a financial year, unless the local authority resolves to meet less than 4 times a year and the lesser number of meetings is ratified by council.
- 7.2** Provisional meetings may be counted to satisfy the minimum number of meetings.

8 Proxy membership

- 8.1** A local authority may recommend to the council that proxies are allowed.
- 8.2** Where a local authority and the council agree to proxy membership, a proxy can only substitute for each local authority member at a maximum of 2 meetings in a financial year.
- 8.3** Appointment of a proxy for a meeting should be notified to council at least 2 days before a meeting. Council will provide a briefing to the proxy member, including:
- minutes from the previous meeting;
 - current agenda items for discussion;
 - an outline of the role and expectations of a local authority member.

9 Local authority payments

- 9.1** Eligible members, including proxy and provisional members, are entitled to the respective local authority payment as determined by the Remuneration Tribunal if they comply with the requirements of this guideline and are present for at least 75 per cent of the scheduled meeting time for which the meeting payment is claimed.
- 9.2** To access the Remuneration Tribunal's Determination of Allowances for Members of Local Government Authorities, visit cmc.nt.gov.au.
- 9.3** Council members are not eligible for a local authority payment in relation to attending local authority meetings or provisional meetings but may be entitled to claim extra meeting allowance.

Guideline 1: Local Authorities

10 Local authority meetings

- 10.1** The agenda for local authority meetings must be prepared in consultation with the chairperson of the local authority and include the following:
- (a) any declarations of conflicts of interest by members;
 - (b) previous minutes;
 - (c) items requested by members;
 - (d) a report from the CEO (or delegate) on all local authority matters before council; including a progress and financial report on local authority projects and a report on current council services and projects in the local authority area;
 - (e) visitor presentations;
 - (f) general business and community questions.
- 10.2** Once in each financial year, a local authority agenda must include a review of:
- (a) the council's annual report for the previous financial year;
 - (b) the council's proposed regional plan for the next financial year;
 - (c) the council's budget for proposed projects for the local authority area for the next financial year;
 - (d) community plans of the council or local authority where they exist.
- 10.3** The minutes of a local authority meeting must record decisions taken.

Notes for clause 10

- 1 Section 97(3) of the Act requires that notice convening a local authority meeting, which includes the agenda, must be publicly available on the council's website and at the council's public office.
- 2 Section 102(2) of the Act requires that a copy of local authority minutes must be publicly available on the council's website and at the council's public office within 10 business days after the date of the meeting.

11 Provisional meetings

- 11.1** If there is no quorum for a local authority meeting, but one third of total members are present, the members who are present may hold a **provisional meeting**.
- Example for clause 11.1*
- If there are 9 total members of a local authority and 6 members are unable to attend, the 3 members who are present may agree to hold a provisional meeting.*
- 11.2** A provisional meeting does not have the powers or functions that the council may have delegated to the local authority.
- 11.3** During a provisional meeting, all agenda items may be discussed. Minutes must be taken and the minutes must clearly state that it was a provisional meeting.
- 11.4** Members at a provisional meeting can confirm the minutes of a previous provisional meeting. However, members at a provisional meeting cannot confirm the minutes of a previous local authority meeting.
- 11.5** Members at a provisional meeting may, by majority vote, make recommendations to the council, provided any such recommendations are qualified as being a decision of the members at a provisional meeting (**provisional decision**).
- 11.6** The minutes of a provisional meeting must identify decisions taken as provisional decisions.
- 11.7** A copy of the minutes from provisional meetings must, within 10 business days after the date of the meeting, be available to the public on the council's website and

Guideline 1: Local Authorities

at the council's public office.

- 11.8** A local authority meeting can confirm the minutes of a provisional meeting.
- 11.9** A local authority can ratify a provisional decision at a subsequent local authority meeting, and if it chooses to do so, it becomes a decision of the local authority.

12 Consideration of draft local authority minutes by council

- 12.1** Draft minutes and items for attention from local authority meetings, including provisional meetings, must be tabled at the next ordinary meeting of the council and included in the agenda.

Note for clause 12.1

Sections 101(4) and 101(5) of the Act have an equivalent requirement for local authority meetings.

- 12.2** The council's response to the draft minutes from local authority meetings must be recorded in the minutes of the meeting of the council.

Note for clause 12.2

Section 101(5) of the Act has an equivalent requirement for local authority meetings.

13 Reporting

- 13.1** The council must decide on and report back to the local authority on its response to the meeting minutes and items raised for attention.

Note for clause 13.1

Section 40 of the Act provides that a council may delegate its powers and functions to a local authority, except where a council resolution is required under the Act.

Guideline 1: Local Authorities

Schedule

Local authorities to be established and maintained by councils:

Barkly Regional Council:

1. Ali Curung
2. Alupurrurulam
3. Ampilatwatja
4. Arlparra
5. Elliott
6. Tennant Creek
7. Wutunugurra (Epenarra)

Central Desert Regional Council:

8. Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree)
9. Atitjere
10. Engawala
11. Lajamanu
12. Laramba
13. Nyirripi
14. Willowra
15. Yuelamu
16. Yuendumu

East Arnhem Regional Council:

17. Angurugu
18. Galiwin'ku
19. Gapuwiyak
20. Gnyangara
21. Milingimbi
22. Milyakburra
23. Ramingining
24. Umbakumba
25. Yirrkala

MacDonnell Regional Council:

26. Amoonguna
27. Areyonga
28. Finke (Aputula)
29. Haasts Bluff (Ikuntji)
30. Hermannsburg (Ntaria)
31. Imanpa
32. Kaltukatjara (Dockar River)
33. Kintore (Walungurru)
34. Mt Liebig (Amundurrngu)
35. Papunya
36. Santa Teresa (Ltyentye Apurte)
37. Titjikala
38. Wallace Rockhole

Roper Gulf Regional Council:

39. Barunga
40. Beswick (Wugularr)
41. Borrooloola
42. Bulman
43. Jilkminggan
44. Manyallaluk (Eva Valley)
45. Mataranka
46. Minyerri (Hodgson Downs)
47. Ngukurr
48. Numbulwar
49. Robinson River
50. Urapunga

Tiwi Islands Regional Council:

51. Milikapiti
52. Pirlangimpi
53. Wurrumiyanga (Nguuu)

Victoria Daly Regional Council:

54. Amanbidji
55. Bulla
56. Kalkaringi / Dagaragu
57. Nauiyu (Daly River)
58. Pine Creek
59. Timber Creek
60. Yarralin / Pigeon Hole

West Arnhem Regional Council:

61. Gunbalanya (Oenpelli)
62. Maningrida
63. Minjilang
64. Warruwi

West Daly Regional Council:

65. Nganmariyanga
66. Peppimenarti
67. Wadeye

Strengthening Local Government in Communities

Strengthening Local Government in Communities



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1. Why are we doing a review?

History and context

Local authorities (LAs) were established in 2014 under section 53B of the former *Local Government Act 2008* (NT) (the 2008 Act). The LAs were a response to concerns that the transition from the former community government councils to regional councils in 2008 led to a loss of communities' voices in the planning and delivery of council programs and services in their community.

The inclusion of LAs in the structure of the nine regional councils is intended to ensure communities have a say in their regional councils' planning, prioritisation, funding and delivery of both services and infrastructure for their community; and also the provision of information and feedback to communities about the councils' decisions and activities in that community. LAs are especially significant because of the tyranny of distance, different cultural contexts, and the difficulty of servicing and providing and maintaining infrastructure in remote areas. The ultimate goal is effective, responsive council services and strong representation and advocacy for remote communities.

The *Local Government Act 2019* (the 2019 Act), introduced in 2021, strengthened the role of LAs. Adapting and implementing this change has taken various forms and also confronted the challenge of COVID 19 restrictions and concerns. Some LAs have met regularly and are functioning well, others have not and are unclear about their role or feel hampered by process that doesn't meet their purpose. Many have not utilised the full extent of grant funding designed to advance their communities. Councils have reported struggling to support their LAs, and with the administrative, reporting and regulatory requirements.

This report is intended to guide the implementation of changes and actions that will further strengthen LAs, their contribution to their communities and to the role of the Regional Council.

Consultations, feedback, and input from Councils, LAs, and the Implementation Reference Group in the development of this report highlighted the diversity of councils and LAs and their aspirations. It was clear that no one size would fit all. Community-centred, place-based engagement became one of our guiding principles. This report, therefore provides both a plan of action to carry out the recommendations we have received on strengthening the role of LAs and also ensures there is flexibility in the regulatory framework and in practices on the ground to enable councils and LAs to consider different ways of working that are responsive to their communities.

2. How did we go about it?

In 2021, before the commencement of the 2019 Act, the Department of the Chief Minister and Cabinet (CM&C) started a desktop review (Review 1) of how well regional councils and LAs were meeting the intent of the 2008 Act and the associated Local Authority Guideline. The aim of Review 1 was to identify good practice across the NT as well as areas that could be further strengthened, and to determine what actions could be considered to better support the delivery of the intent of LAs given their expanded roles under the 2019 Act. Review 1 focused on the 66 LAs established across the Northern Territory for the period 1 July 2019 to 30 June 2020.

Review 1 was informed by regional councils' websites, information held and observations made by CM&C, and feedback and insights provided by regional councils. The findings and draft recommendations were provided to councils and other stakeholders in early 2022 for comment.

The Review 1 report acknowledged limitations associated with any desktop process. However, it provided a platform for more discussion with councils, LA members and others. The revised report was circulated in March 2022 for feedback in April 2022. We received a lot of great input, including through subsequent discussions with CEOs, elected members and LA members, and our colleagues in NT Government.

The next draft review report circulated in October 2022 was principles-based, recognising that the diversity of LAs, councils and communities and the need to allow flexibility in how they operate. It focused on the core role of LAs, and aimed to identify requirements that might detract from councils' and LAs' ability to carry out that core role. It

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also signalled a greater flexibility for those LAs and councils, who with their communities, want their LA to have a broader focus. Feedback was requested by January 2023.

In the meantime, the Local Authority Review Implementation Reference Group was formed from nominated representatives from Councils and LAs and the Local Government Association of the Northern Territory (LGANT) to advise on and support the development of this reform plan. The Reference Group first met in January 2023 to provide input and feedback and to consider the wealth of information provided in response to the October 2022 review report. The subsequent meetings of the Group have informed this report.

3. How will we implement agreed changes?

The LA Review is intended to focus on improvements to practice, process and support for LAs to enable them to fulfil their important community engagement role and to assist them, where agreed, to take on some delegated decision-making from their council. The focus will be on enabling community benefit, responding to community circumstances, and streamlining and tailoring regulatory requirements.

LAs, Councils, LGANT and CM&C all acknowledge that more can be done to develop the LA role. All parties are committed to concrete actions, individually and together, to improve the effectiveness of LAs.

LAs will consider how to improve community engagement and consultation; involve their community in developing priorities and identifying needs, and clarify their role. LAs who struggle to get quorum and have meetings will work on increasing participation. LAs will outline expectations about the support and information they need from their council and how they work together, acknowledging that councils have limited resources.

Regional councils will provide the environment for LAs to thrive, recognising their independence and their distinct role. The work of the LA will be supported in a way that is accessible and relevant. Joint planning will be undertaken, priorities identified and timely feedback provided on all LA initiatives.

The Local Government Unit (LGU) will review guidelines and current requirements to ensure they are responsive and outcome focused. We will also support councils and LAs to implement changes they wish to make to better support the LA role and make it more relevant and accessible to their communities. LGU will share different ways of working to help LAs adopt processes which work best for them. We will develop a set of indicators or measures in agreement with councils and LAs to check how things are working and make sure they are on track and reconvene the LA Review Implementation Reference Group at the end of the 2023/24 financial year to check in on progress.

LGANT will provide leadership to and support for regional councils and LAs, including training, resource provision, mentoring and networking. Best practice in LAs will be shared and LGANT will support the resolution of issues that impact the functioning of LAs. LGANT will advocate for the role of LAs to ensure they are recognised and respected.

The changes can start now but some will take a little longer. We expect the main changes to be in place during the 2023/24 financial year.

4. Principles

The following principles have been developed to guide the way in which LGU, regional councils and LAs will support the effective integration and involvement of communities in the system of local government, as intended in the 2019 Act. They govern the relationships between the LGU, the Regional Councils and the LAs and also the engagement local government has with other organisations that are involved in the communities where they work. The principles define our approach to regulation and governance for the benefit of the community.

4.1. Flexible governance

All LAs have a core role and responsibility: to enable their community to have a say in their regional councils' planning, prioritisation, budgeting, and service delivery for their community; and to support the provision of regular feedback to their communities about council activities and the achievement of LA priorities. They are also key in allowing local communities a voice in the formulation of policies for the community, the area and the region to promote social, economic, environmental and cultural wellbeing.

Councils and their LAs, with their communities, will determine how they deliver the role so it is adaptable to different locations, community aspirations, and capacity. LGU will facilitate the sharing of examples of good practice from LAs across the NT.

4.2. Community-centred, place based engagement

The way the council and LA engage with each other and the community is place-based and adapts to local needs, languages, time frames and cultural protocols to encourage community involvement.

4.3. Empowerment

LAs should have authority to effectively carry out their core role as intended in the Act. LAs may also seek a delegation of decision-making powers from their council.

4.4. Outcomes-focused

LAs (and communities) can see that their recommendations to the council, based on community engagement, are being acted on; where this is not the case, they are informed of the reason.

4.5. Accountability

LAs and their councils continue to demonstrate high standards in governance and the use of public resources.

5. Moving forward – what can we do better and what do we need to change?

5.1. Role of Local Authorities

5.1.1. Issues

“What is a LA? Are we there to make decisions? Are we there to advocate? Do we have power? Do we control the money? Do we work together with other organisations?”

The Review has identified that there is some confusion about the role of the LAs from some communities, the LA members, stakeholders, councils and government agencies.

Community government councils prior to 2008 had an identity and clear role, usually being the reference and consultation point for local matters, local employment, local servicing and infrastructure. Funding was from a diverse range of sources with significant underwriting by CDEP. Many of the services provided by community government councils, like homelands servicing, housing management and infrastructure may now be delivered by other organisations.

The local government amalgamations came at a time of other significant changes such as the NT “intervention” and the withdrawal of CDEP. There were many good reasons for the changes to local government. Systemic changes often take a while to bed in but some communities report that this felt like everything was being thrown up in the air at once. All that was familiar became different and concerns still persist around a taking away of community control and influence.

LAs were established in 2014 in response to these concerns to ensure Regional Councils involve LAs in regional planning, budgeting and prioritising, and to provide specific funding for local priorities. While LAs were not intended to replace community government councils they have an important role in ensuring communities feel connected and represented.

Definition of a changed role

LAs are primarily community engagement and advisory bodies to council. Their object is “to achieve effective integration and involvement of local communities in the system of local government as it relates to regions.”¹

The 2019 Act at section 78 outlines the functions of a local authority:

- a) to involve local communities more closely in issues related to local government; and
- b) to ensure that local communities are given an opportunity to express their opinions on questions affecting local government; and
- c) to allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region; and
- d) to take the views of local communities back to the council and act as advocates on their behalf; and
- e) to contribute to the development of the relevant regional plan; and
- f) to make recommendations to the council in relation to:

¹ S.75 Local Government Act 2019

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- (i) the council's budget; and
- (ii) the part of the council's area within which the local authority performs its functions; and
- g) to endorse the cemetery plan and cemetery policies for each public cemetery and community cemetery located within the authority's area; and
- h) to perform other functions assigned to authority by the Minister, in accordance with any guidelines that the Minister may make.

Respect and inform

Where once community government councils were the co-ordination and information point, engagement with some LAs seems to have fallen away. While some LAs are well-established and the knowledge base for their community, others have struggled. One CEO spoke of being poor cousins in communities now because of the emergence of other organisations and programs, and the prevalence of land tenure issues.

The level of remuneration for LA members was also raised regularly throughout the review and the increase in LA members' allowances from 1 July 2023 will help promote the recognition of the important role of LA members.

The fundamental role of LAs is to engage with their community. If they are not able to advocate on behalf of their community, or are not listened to, then the views of the community have nowhere to go.

We have heard that some councils and LAs want government departments and other organisations to attend LA meetings to provide updates or consult and seek endorsement about issues and services in the community. In some instances, community decisions are being made by councils or government agencies without involving all the relevant organisations in community, including LAs.

Some LAs want to focus on council matters.

Some LAs, with their council's support, want to consider broader matters than council business, acting as a forum and conduit for community engagement in matters including local, Territory and Commonwealth government priorities. For example, some communities would like to see a single body coordinating community input into local government and NT Government (or broader) planning, services and prioritisation.

Even where the focus is primarily on council matters, it is important that the LA has information about other activities by NT Government and other agencies in their community for context and in order to better plan and co-ordinate services. The LA should have up to date information from NT Government agencies about activities in that community. This can take the form of an update from CM&C, coordinating input from all agencies operating in the community. This helps to ensure coordination of effort and funding across priorities, avoid duplication, and get better community outcomes. It allows LAs to be informed, and to inform their communities.

Coordination across agencies in some communities is fractured and inconsistent. Planning is disjointed and duplication/overlap of services is common. The LA could be the connection and information point for the community linking services and people.

What's in a name?

The name Local Authority could be misleading. LAs are primarily advisory bodies. "Authority" may imply being at the top of a hierarchy of power or may suggest traditional/cultural authority. A name change may better represent what LAs do and how they fit.

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5.1.2. Recommendations

1. Promote and educate on the role of the LA to ensure greater recognition and celebration of the strengths of the LA model.
2. Connect up governance and coordinate infrastructure and service provision.
3. Consider ways to clarify role.

5.1.3. Actions

1. The LGU will work with the Regional Councils to develop and deliver resources and training around the role of the LA and councils and roles and responsibilities of LA members.
2. LAs working with the council, will promote what they do and how the community can be involved in each community.
3. The LGU will work with Territory Regional Growth (the regional offices of CM&C) to ensure LAs have NT agency service updates at their meetings. These updates should be specific to the community.
4. CM&C to coordinate updates from all agencies on priority activities to provide to LAs through the Regional Development Framework, with direct engagement with specific NT Government and Australian Government (AG) Agencies on particular matters.
5. LAs, through their regional council, to give advice on their preference for the attendance of an NT Government representative at LA meetings to provide NT Government updates.
6. LAs and councils in each region to determine whether they want to focus on the core role of local government, or a broader focus, and how that would work in each location.
7. The LGU will work with councils and LGANT to promote the role of LAs with NT and AG government agencies and promote consultation and consistency in the approach to servicing and infrastructure development. The adoption of the Cross-Government Principles between NT Government and Local Government would provide encouragement to work together and to monitor co-ordination.
8. NT Government will support the sharing of good examples where LA's role is strengthened.
9. Changing the name of LAs to be tested by way of a survey of all LAs to determine the name that best describes and communicates the role of LAs. If supported it would either require a change to the 2019 Act or alternatively leave Local Authorities as the overarching name in the Act and encourage LAs to adopt names that will resonate with their communities.

The Housing Reference Group in East Arnhem is inclusive and involves all the agencies and organisations working in community including the LAs. It is an example of recognising that support from all community organisations is needed where there are overarching issues and that sticking to a defined role will not always get things done. It works across all housing and infrastructure providers to prioritise action in the case of the worst overcrowding or the highest need regardless of who is responsible.

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5.1.4. Examples of good practice/options for change

1. Delegated authority – A council may delegate some of its powers and functions to a Local Authority.² This means that the LA acts as decision-maker for the functions and powers that are delegated. For example, a council can delegate to the LA that they decide on the projects to be funded by Local Area Project Funding (LAPF), not just recommend to council. LAs may want to raise this with their Council. Council and the LGU can provide information on what is involved in the delegation of responsibilities.
2. Broader role – some LAs have indicated they are already taking or wish to take a bigger role; joining up the various organisations working in the community, sharing ideas and plans and working together to identify common priorities, or taking the lead themselves for a broader range of community matters. In considering a broader role it is important that the LA does not duplicate services or roles already being performed by other organisations in the community and works with other stakeholders and the community in getting agreement on how this will work. Any changes should be mindful of council resources and may require a partnership approach to enable an expanded role to be supported. This could take the form of a couple of big meetings each year to set priorities with the community and decide who does what; or combining LA meetings with others in the community, or inviting other stakeholders in the community to have a regular place on the LA meeting agenda.
3. Reaching out to other organisations – many of the councils and LAs have regular meetings with land councils and other organisations in their communities to share information and explore ways of working together. These could consist of a couple of big meetings each year to set priorities.
4. Some LAs have a representative from the CM&C regional office's attending meetings to provide information about NT Government and Commonwealth services and plans, and answer questions from the community or LA. This means LAs have information about local, NT and Commonwealth services, and LAs can plan and prioritise with full information. Another option is that CM&C provide a written update to each meeting on NT Government and Commonwealth activity in the community that can be shared with community members.

5.2. Membership and Participation

5.2.1. Issues

Nominations

Nominations should come from the ground up with LAs and the community making recommendations to council and the council endorsing recommendations. The criteria for nominations should be clear and generated at community level.

"We try to have a good balance on our LA. If a woman resigns and we have not got many women members we will try and replace that person with another woman."

There are challenges in getting nominations from members at the right level or from people with cultural authority. The Traditional Owners may not recognise members or not support the LA resolutions.

A number of LAs raised the problem of delays in endorsing mid-term membership. A local authority might nominate someone to fill a vacancy but it needs to go to council for decision and then the nominee does not become an LA member until the next meeting. This process might involve a delay of many months.

² S. 40 of the *Local Government Act 2019*

Strengthening Local Government in Communities

Representation

"We want our young people involved, we want to build them up and we can also learn from them"

One of the strongest recommendations to come out of the review process was to involve young people in LAs and develop future leaders. There was a range of views as to how this would be achieved in different communities.

Representation of other key groups and decision makers in the community was also raised. In particular, some LAs suggested specific positions for women, Traditional Owners, and Land Councils.

Participation

In addition to the involvement of the groups mentioned above, LAs and councils were interested in ensuring the participation of other organisations working in the community so that there could be better co-ordination and information flow and greater co-operative working. This might be via standing agenda items or observer status for representatives of those groups.

A further change that is widely supported is the introduction of proxy membership, which would facilitate quorate meetings, broaden the number of community members involved in the LA, ensure the right person comes to the meeting, and could act as a training ground/introduction for new members.

5.2.2. Recommendations

1. Nominations should be from the ground up and the nomination process simplified so that LAs can get members on board efficiently.
2. LAs to consider ways to broaden their representation to acknowledge the diversity of interests and stakeholders in the community and respect the role of cultural governance.

5.2.3. Actions

1. LGU to revise Guideline 1 to support membership and participation:
 - a) to emphasise the role of LAs and the community in nominating LA members.
 - b) to enable early involvement of nominees as provisional members who are subsequently endorsed by council.
 - c) to clarify that LAs may recommend positions to be earmarked for representation of specific groups or that categories of membership are established.
 - d) Remove paragraph 9.2 which disallows proxy membership.
2. LAs and Councils to consider if they will allow proxy membership. If proxy membership is allowed the council secretariat will provide a briefing including:
 - a) Minutes from previous meeting
 - b) Current agenda items for decision
 - c) A briefing on LA structure, expectations and obligations
3. LGU to work with councils to provide information on revised remuneration rates for LA members. Councils are seeking support from NT Government in relation to the increased unbudgeted costs that this involves.

Strengthening Local Government in Communities

4. LAs to encourage nominations to council and promote the role within different groups in their community.
5. Councils to support the nomination process with information and resources.

5.2.4. Examples of good practice/options for change

1. Involvement of young people in council and community business. Some LAs suggested a specific position or positions be set aside, others favoured a Youth Board or Forum. LAs were keen to engage with schools on the role of the LA and Council and to ensure young people felt welcome to attend meetings.
2. Greater involvement of women – this may be by specific representation or seeking input from women’s groups.
3. LAs to work with councils to determine how to involve other stakeholders (if not already members) such as Traditional Owners, Land Councils, outstation residents, community organisations and Clans in the LA to facilitate coordination and outcomes for the community.
4. LAs to have a standard resolution that calls for nominations whenever a vacancy occurs. EARC use this to overcome the major delays that occur with calling for nominations, the closing of the nomination box and then tabling at the next LA meeting for consideration, as that can be missed,

A Maningrida LA member is working with the women’s cultural group in the community to get more women involved and nominating for the LA through developing the group’s understanding of what the LA does and how they can be involved.

5.3. Development and Support

5.3.1. Issues

LA members are community members and are representative of their community. They may hold roles in other organisations or they may have never performed a governance role before. There are a lot of expectations on them from the community and the council and the requirements of local government are detailed and specific to the sector.

The LAs are required to meet a minimum of four times a year but coordination and resource demands on the council means there are few LAs that meet more than the minimum requirement. There is little time available for learning in the role. Papers and processes can be complex.

The LAs and Councils have also indicated strong support for the involvement of young people and emerging leaders and a greater understanding from the community for the role in order to ensure a pipeline from which to draw nominees.

Council resources are split in many ways and they are not always able to provide the dedicated support the group and individual members may need to appropriately equip them to perform their role well. Local staff are vital to the support of LAs but they are difficult to recruit and there is a high turnover. It often takes some time for LA members to build trust to use them as a resource.

LAs have identified the following specific support, development and training needs:

- Role of the Chair
- Meeting procedures and improving the quality and decisions in meetings
- Role and purpose of LAs

Strengthening Local Government in Communities

- Code of conduct
- Conflict of interest
- Finances
- Planning and priorities
- Community engagement

5.3.2. Recommendations

1. Appropriate information and resources about the role of the LAs is needed.
2. Induction, support and training should be provided to LA members to assist them in performing their role.

5.3.3. Actions

1. Councils, working with the LGU, will deliver inductions when a new LA is formed or a number of new members join, and provide support to new members to understand their role
2. The LGU will continue to develop materials and resources for LAs and work with governance officers to provide accessible support and training to LAs.
3. The LGU, in partnership with the Aboriginal Governance and Management Program (AGMP), have and will schedule training for the LA Chairs and Deputy Chairs focusing on the Role of the Chair and decision making.
4. The LGU and AGMP have and will conduct workshops for council governance officers and managers on supporting council and LA governance and accessible communications and information.

5.3.4. Examples of good practice/options for change

1. Council members could act as mentors to the LA members, cascading training and supporting the community engagement role. For example; the Mayor of Victoria Daly Regional Council recently delivered training modules in language to the Amanbidji LA.
2. LGU/Councils commit to the sharing of good practice across LAs.

5.4. Communications/Community engagement

5.4.1. Issues

Talking with community

Communication is at the heart of making the community proud and valuing their LA, LAs being able to make a difference, and councils making good decisions for communities.

We heard communities complain about not having information about services and infrastructure in their community and not understanding how priorities for funding is determined and where they are spent.

Community members do not always distinguish between different governments. It is often all government to them and when something goes wrong they often complain to the people who represent government in their community, the LA members. It is clear that more work needs to be done to clarify the role of LAs, however council and LA members have also expressed a willingness to join up those working in community in order to avoid duplication, mitigate delays in community projects and deliver better outcomes.

The message we are repeatedly hearing is that communication has to be from the ground up, that for things to work in community and for community needs to be addressed then we have to listen and understand what the community is saying. Communications have to be relevant and are often competing with lots of other messages. Getting people's attention can be a challenge.

Communications between council and LA

There is often a lot of business on the LA meeting agenda and a lot of papers. Not all of the papers may be relevant to the LA's priorities or focus. Things may be rushed or meetings go on too long. Some LAs are concerned that they are not getting feedback about their projects or that council staff or councillors take over their meetings and it is hard to know how to raise issues.

Councils can tailor information to provide clear messaging for the LAs they are working with, to provide the support and information needed for good decision making and effective meetings. LAs should in turn be asking for information to be presented in a way they can understand and so that they can explain issues to the community and get their feedback.

5.4.2. Recommendations

1. Increase involvement of the community in LA/council business.
2. Utilise different ways and media for getting the message across.
3. Provide regular feedback. Share successes and provide information on where things are up to, as well as explaining where things have gone wrong.

5.4.3. Actions

1. Community engagement by NT Government is supported by best practice in the Remote Engagement and Coordination Strategy, <https://bushready.nt.gov.au/>.
2. Regional councils to support their LAs to host at least one community-based event each year to support community input into LA priorities and council planning.
3. The LA to determine how and where LA and community meetings will be held to break down barriers that procedural requirements and closed meeting room doors may have created. This might involve having informal sessions between meetings.

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4. LAs and their councils to decide the nature and format of reports and information to be provided by council.
5. LAs and their councils will decide how the feedback about priorities is given to the LA and community in a timely way outside of meeting times; such as through the Council Community Based Manager, local council member, LA chair, radio or notice boards.
6. Councils to review how they present information to LAs and share best practice from other LAs across the NT and/or develop templates and guidance for staff.
7. All council staff to undertake cross-cultural training. This is very important and the role is often supported by mentors in communities or councillors and LA members providing induction assistance.
8. Council and LAs to use different channels of communication to get messages across: social media, notice boards at council office and store, radio, videos on screens at the store, council offices, the club, public address systems, announcements at footy matches and community events (e.g. LGU or LGANT to develop short videos and posters).

5.4.4. Examples of good practice/options for change

1. Community plans, a roadmap for LA projects and services, are developed for each area and feed into regional plan.

"We have community plans on a standing agenda so that it is updated and treated as a living document."

2. The LA could provide an update to community each time a project is recommended to council. Pirlangimpi Local Authority holds community meetings in between council meetings to provide feedback to the community and get information from the community.
3. LA members attend council regional planning sessions so that they can see the bigger picture and explain it to the community.
4. LAs and Councils to conduct community surveys to find out what is really important for the community.

5.5. Empowerment (including LAPF)/Decision-Making

5.5.1. Issues

Flexibility

"We are going back and forth trying to find out who is responsible? Who can make the change? Is it us? Who do we need to work with to make it happen?"

Local Government business intersects with other services and infrastructure where outcomes are often related to underlying social determinants (housing, health, education) or require co-ordination and partnership. The imposition of hard boundaries and strict rules may stand in the way of getting things done and stifle innovation.

"A LA priority for one community was the building of a basketball court. It is a relatively small project but got delayed because it crossed the boundary with an outstation community. It is going to provide benefits to both but a line drawn on a map got in the way of getting things done."

While the current LAPF guidelines require LA projects to be delivered in the LA's area, they can be delivered on land that is not owned by the council, but the council needs to consider risks in doing so. For example, some LAs deliver projects on homelands, where the homeland service provider is the council.

The overwhelming feedback from the Local Government Sector is that they want to work with other organisations in their community, to provide a coordination point to deliver more efficient and effective outcomes. In order to do so, some flexibility is required in relation to what "local government business" is and how resources are applied to better enable LAs to play a role.

The 2019 Act sets out the principles for agile, responsive government at the community level, providing that local government:

- (i) Need to be flexible and adaptable to the diverse interests and needs of the many communities within the Territory; and
- (ii) Needs to be comprehensive, democratic, responsive to community needs and accountable both to local communities and the public generally.

The functions and role of councils are also broadly defined, allowing flexibility and responsiveness to council regions and communities.³

The Act recognises local government is a distinct and essential sphere of government, with councils democratically elected to act as representative, informed and responsible decision makers in the interests of their constituency. The LGU is committed to removing any unnecessary regulation or rules that may impede local government, including LAs, in doing the important work they are established for.

³ Part 2.3 of the *Local Government Act 2019*.

Strengthening Local Government in Communities

Delegation and Decision Making

LAs, as the community connectors, need to see their work in action and believe they are making a difference. They want to exercise responsibility and be clear about their area of control.

There are great advantages to decisions being made by the people closest and most affected by the issues and concerns of the community. In practice, subsidiarity ensures that communities are actively involved in designing, implementing and evaluating policies and projects. It empowers individuals, families and whole communities.

Respecting and furthering the role of LAs has been a key theme emerging from review consultations, with a number of LAs saying they were interested in delegated decision-making and wanted more information about what this involved. The Act provides for delegation to LAs and it is up to the LA and Council to define the delegation and ensure that LAs understand the requirements around exercising decision-making under the 2019 Act.

Local Authority Projects and Planning

LAPF is a valuable resource for LAs and their councils to respond to community priorities. However, some councils struggle to spend these funds in the required time frames.

Timelines (and budgets) often blow out because of issues beyond the control of councils, including tenure, planning and development approvals and water allocation, access issues in remote communities, and a deficit in available resources to complete the work. For the last two years some councils have consistently reported underspends in relation to materials and contracts for Council and LA projects because of the difficulty of acquiring materials, contractors and workers during peak COVID, and other major difficulties such as weather events.

"We try and arrange tenders for like projects in different communities at one time to attract trades."

Some LAs have a list of priorities decided at the beginning of each year. Where a priority project cannot be delivered because of issues such as section 19 leases or availability of contractors, they choose another from the list while they work on those issues. This means there are always projects able to be delivered through the LAPF, however, the value to community of larger compared to smaller projects needs to be acknowledged.

Some councils delegate decision-making about LAPF projects to the LA, and may add additional funding from Council. This reduces any delay in decision-making because projects do not need to go to the council for approval, and advice back to the next LA, a process that can take four months.

LAs want the flexibility to pool funding from multiple years to deliver larger projects, use LAPF to leverage additional funding from other sources, or to contribute or partner on community projects that may not be strictly within local government remit.

Accountability

LA members are responsible for enabling their community to have a say in regional council planning, prioritisation, budgeting and service delivery for their community and to provide regular feedback to their communities about council activities and the achievement of LA priorities. They are required to adhere to the code of conduct.

Some LAs do this very well and others are not active in the community. LAs with delegated decision powers have additional responsibilities to make good informed decisions in the best interests of the community.

Councils have expressed concern that in areas where LAs are not engaged with their community or not meeting then the community suffers and the council is held responsible.

5.5.2. Recommendations

Strengthening Local Government in Communities

1. Promote place-based, community controlled decision-making which is likely to yield better results for the community.
2. Regulatory requirements that may unintentionally hinder the achievement of outcomes should be reviewed.

5.5.3. Actions

1. Councils should be pro-active in considering where decisions can be delegated to LAs and how to support LAs who have delegated decision-making powers.
2. Councils to explore ways that delays in endorsing LA projects can be reduced.
3. Councils to consider priority project lists from LAs to enable resources to be switched to the next project and utilised for the community where delays hold up programmed work.
4. Priority project lists often include non-council business and may result in loss of momentum if not delivered, Councils and LAs should be clear about when they are advocating for the council and when they are able to deliver. The council and LA need to maintain strong relationships with NT Government and AG to join up and advance priorities.
5. The LGU is currently reviewing its approach to move away from rules based regulation towards principles based regulation in a way that appropriately acknowledges sector and council risk and focuses on outcomes rather than how things are done.
6. The LGU will review requirements in the LAPF guidelines which may have the effect of restricting the delegation LAPF funding decisions to LAs or inhibiting nominations to LAs.
7. The LGU will review restrictions on use of funds under the LAPF with a view to enabling greater flexibility in the use of funds where it would benefit communities, including how funding may be used over more than one year for larger community priorities
8. The LGU will investigate the timing of release of LA funds to see if it is possible to release them before the end of the second quarter. At the moment the only hold up is waiting on council acquittals confirming the project has been completed. If there are problems with acquittals, councils should approach LGU's Sustainability and Compliance team.
9. The LGU, working with councils and LAs, will develop guidance around minimum requirements to be satisfied to enable partnership projects with other organisations (e.g. underwriting, project lead/management, acquittal and reporting, procurement rules, record maintenance, evaluation).
10. The LGU will design, with councils and LAs, a performance reporting system for LAs that focuses on outcomes
11. Council/LGU will arrange for the Code of Conduct to be translated into language on request.
12. NT Government will seek discussions with Land Councils about expediting clearance processes for some essential community services and operations.
13. Councils to consider the collection of information about the composition of their LAs to support advocacy for local government.

Examples of good practice/options for change

1. Some councils are already rolling up or contributing extra funding to LAs so that bigger and longer term projects can be delivered

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2. Councils are to consider supporting LA Members to attend Council meetings to assist flow of information and understanding of council processes.
3. LAs, with their councils, to develop standards and rules for how they work.

5.6. Meetings

5.6.1. Issues

Each LA has a requirement to meet at least four times a year. This is challenging because of weather and often restricted wet season access; because LA members are often part of other organisations or have to arrange around work and other commitments; and during peak meeting time in the dry season there are many meetings competing for attention. Over the last few years COVID-19 has added to the scheduling issues.

Councils have struggled to recruit staff to support their network of LAs. The administration and organisation involved for each Council to support up to 13 LAs is significant. One Council reported producing an agenda or minutes every 1.2 working days.

Some LAs and councils are of the view that the regulatory requirements in relation to meetings are onerous and overly focused on process rather than outcomes. Some LAs have, on the other hand, decided that the current process provides a useful structure and is appropriate for them.

While it is acknowledged by all that there needs to be accountability, requirements should be proportionate and responsive to the outcome to be delivered for the community. The business of the meeting should be driven by the LA with formalities kept to a minimum while still meeting principles of good governance. Responses indicated a need for succinct, relevant and accessible information, supported by presentations by council managers.

The location of meetings has also been raised with a view to making the community feel welcome to attend; fostering a greater understanding of the role, and promoting better community engagement. LA meetings should be public unless there is a reason in specific cases. Some LAs already hold their meetings in public areas to encourage community members to attend.

LAs often struggle to get quorum, with the consequence that recommendations are delayed and further meetings need to be organised, diverting council time away from the provision of services. Greater flexibility around attendance may support more meetings going ahead.

Good meetings have good chairs. Support for the Chair will in turn assist in ensuring a responsive and relevant agenda, good accessible information at the meeting, the meeting encompassing all views and involving all members, with strong recommendations to council.

When they do meet, those LAs who do not have delegations provide recommendations to council and then have to wait for the Council decision to be fed back to the next meeting for ratification, often involving a lag of many months. In most cases recommendations are endorsed. Councils that delegate community decisions to LAs do not have this problem and recommendations can be progressed quickly.

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5.6.2. Recommendations

1. Greater responsiveness to community needs in the conduct of LA meetings is required, with a focus on outcomes rather than process.
2. LAs know their communities and should determine how business is conducted, within principles of good governance. They should be able to set their own agendas and conduct their own meetings, while recognising the role of councils in managing administration, building capacity, and responding to the varying levels of experience of members.
3. Delays in providing feedback on, and implementing, LA recommendations should be minimised.

5.6.3. Actions

1. The LGU will review LA meeting and reporting requirements with a view to removing any unintended or unnecessary requirements, while ensuring accountability for core outcomes. For example, the LGU is seeking feedback from councils and LAs on reporting requirements and the issues with the current LA reporting format but also seeking information about LAPF projects so that they can promote the good work that the LA and the Council are doing.
2. Members can attend LA meetings by phone/video as long as there is a council resolution establishing a policy for attendance in this way.⁴ Councils should consider adopting a policy to enable these ways of attending if they have not already done so.
3. Councils and LAs will develop arrangements around meetings that best suit the LAs and their communities, being mindful of the efficient use of resources and principles of good governance.
4. The LGU, working with the Aboriginal Governance and Management Program, will make training on the Role of the Chair available to all LAs and also conduct a workshop with council staff to assist them in providing support to LAs and developing resources and accessible information.
5. The LGU will work with councils on options for fast tracking some or all LA recommendations so that they receive in principle or provisional approval without the delays associated with waiting for the next Council meeting and then being returned to the LA for ratification.

5.6.4. Example of good practice/options for change

“Our council schedules LA meetings immediately before the council meeting so there is no delay. It is difficult for the council to finalise the minutes and turn everything around but we appreciate that we get almost immediate feedback.”

1. Holding public meetings inside Community Halls or other venues, where there is no need for a microphone, can be an effective way to avoid ‘megaphone diplomacy’ where people talk respectfully to and with each other.

⁴ S. 98 (3) (a) *Local Government Act 2019*

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2. Simplified agenda example

AGENDA	
ABC Local Authority	
Date time Date time	
Local authority members	
Names of members	
Time	Item
Time	Welcome and apologies
Time	Declarations of conflict of interest
Time	Previous minutes
Time	Items requested by members/matters for consideration
Time	Responses from the council to matters raised at a previous local authority meeting or provisional meeting
Time	Report from the CEO (or the CEO's delegate) on current council services and projects in the local authority area
Time	Financial report for the local authority area/projects
Time	Visitor presentations
Time	General business and community questions
Time	Confidential business
Time	Close of meeting

Attachment 1 – Terms of Reference

Local Authority Review Implementation Reference Group

Role

The role of the Reference Group will be to advise on and support the development of the **Local Authority Review Implementation Plan** (the Plan).

Background

Local Authorities (LAs) were initially established as part of the regional local government structure to respond to the concerns raised by community members of a perceived loss of voice resulting from local government reform. They were included in the *Local Government Act 2008*, and their role was strengthened in the *Local Government Act 2019*.

They are an important part of the regional local government structure. Their role is to:

- support their council with two-way communication between their community and the council;
- assist their community to have input into the council's planning, prioritisation, service delivery and funding in that community;
- advocate for their community with council;
- recommend (or decide if delegated) where LA project funding should be prioritised, and
- help the council to keep communities informed about planning and services.

The Local Authority Review (the Review) conducted in two stages over 2021-22 involved a health check on how councils and local authorities were working together and facilitating feedback to and from their communities.

Objective

The Reference Group will advise the Local Government Unit (LGU) on the development of the Plan to implement the Review and subsequent consultations on what can be done to strengthen the LAs role as a voice for the community. The focus will be on enabling community benefit.

The Plan will develop actions to support the five principles:

- Flexible Governance
- Community-centred, place-based engagement
- Empowerment
- Outcomes-focused
- Accountability

In developing the Plan, the Committee will:

- Absorb feedback from the sector;
- Consider different models of operation, tailored approaches, and best practice examples;
- Suggest ways for LAs to operate to be culturally aligned with traditional governance and authority, community controlled service delivery, and Local Decision Making projects;
- Review Local Authority Project Fund funding guidelines and address barriers to utilising funding;

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- Remove unnecessary administrative/procedural impediments to the functioning of LAs;
- Advise on the development of training and capacity building for the LAs and council staff;
- Develop indicators of success to guide evaluation.

Term and Meetings

It is anticipated that the Committee would operate for a fixed term commencing in January 2023 with monthly meetings until April 2023. On finalisation of the plan the Reference Group will be involved in supporting information and promotion to the regions from June to September 2023.

Representational Membership

Name	Role	Council	Area
Lynette DeSantis	Councillor	Tiwi Islands Regional Council	Milikapiti
Jeff Iversen	Councillor	Central Desert	Engawala
Anthony Petrick	Atitjere LA Chair	Central Desert	Atitjere
Shiju Thomas	Regional Manager	Central Desert	Central Desert
Leslie Manda	CEO	Central Desert	Central Desert
Tony Jack	Mayor	Roper Gulf	Borrooloola
Lapulung Dhamarrandji	President	East Arnhem	Milingimbi
Cyril Bukulatjpi	LA member	East Arnhem	Galiwinku
Lirrpiya Mununggurr	LA member	East Arnhem	Yirrkala
Dale Keehne	CEO	East Arnhem	Nhulunbuy
Ralph Blyth	Councillor	West Arnhem	West Arnhem
Brooke Darmanin	Manager	West Arnhem	West Arnhem
Clem Beard	Project Manager	West Arnhem	West Arnhem
Jeff Macleod	CEO	MacDonnell	MacDonnell
Brian Pedwell	Mayor	Victoria Daly	Victoria Daly
Brian Hylands	CEO	Victoria Daly	Victoria Daly
Sean Holden	CEO	LGANT	Whole of NT
Mary Watson	Director Public Affairs	LGANT	Whole of NT

Responsibilities

The **Department of Chief Minister and Cabinet (CM&C)** will lead the development of the Plan consistent with its role in promoting and supporting a strong and sustainable local government sector in the Northern Territory and its responsibility for the administration of the *Local Government Act 2019*. CM&C are committed to delivering this role by empowering LAs through setting an appropriate and responsive framework and policies.

Regional Officers of CM&C will assist in providing insights in relation to their region, relevant stakeholders and governance and service delivery bodies, Local Decision Making projects and to support the councils in development of appropriate models and implementation of the plan.

LGANT is an advocate, as well as providing support and training, networking and mentoring, research and analysis, disseminating best practice and promoting partnerships that improve community outcomes and is well placed to provide its expertise and to consult on the implementation plan and work with councils on leading implementation work.

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Council and LA representatives will provide a voice to the interests of councils, local authorities and their communities in the roll out of the Plan, provide advice based on local knowledge, and consult with their communities on the development of the plan and how it can be tailored to different needs.

The Committee will be able to co-opt additional expertise as needed. Secretariat support will be provided by CM&C.

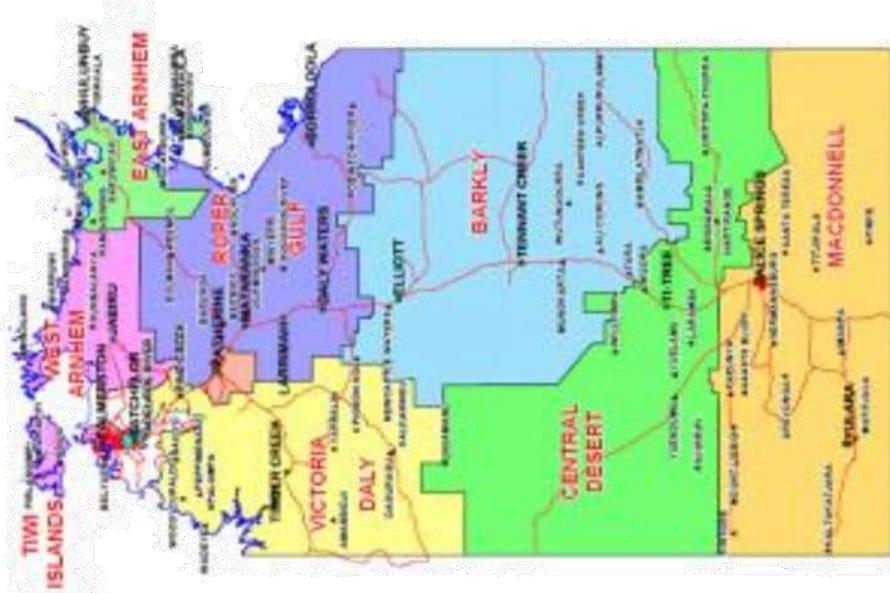
Attachment 2 – LA Locations and List

Where are the Local Authorities?

There are currently 67 Local Authorities

Local Authorities are connected with the following regional councils:

- Tiwi
- Barkly
- East Arnhem
- West Arnhem
- Victoria - Daly
- Roper Gulf
- MacDonnell
- Central Desert



Schedule of Local Authorities

Local authorities to be established and maintained by councils:

Barkly Regional Council:

1. Ali Curung
2. Alupurrulam
3. Ampilatwatja
4. Arlparra
5. Elliott
6. Tennant Creek
7. Wutunugurra (Epenarra)

Central Desert Regional Council:

8. Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree)
9. Atitjere
10. Engawala
11. Lajamanu
12. Laramba
13. Nyirripi
14. Willowra
15. Yuelamu
16. Yuendumu

East Arnhem Regional Council:

17. Angurugu
18. Galiwin'ku
19. Gapuwiyak
20. Gunyangara
21. Milingimbi
22. Milyakburra
23. Ramingining
24. Umbakumba
25. Yirrkala

MacDonnell Regional Council:

26. Amoonguna
27. Areyonga
28. Finke (Aputula)
29. Haasts Bluff (Ikuntji)
30. Hermannsburg (Ntaria)
31. Imanpa
32. Kaltukatjara (Docker River)
33. Kintore (Walungurru)
34. Mt Liebig (Amundurrngu)
35. Papunya
36. Santa Teresa (Ltyentye Apurte)
37. Titjikala
38. Wallace Rockhole

Roper Gulf Regional Council:

39. Barunga
40. Beswick (Wugularr)
41. Borrooloola
42. Bulman
43. Jilkminggan
44. Manyallaluk (Eva Valley)
45. Mataranka
46. Minyerri (Hodgson Downs)
47. Ngukurr
48. Numbulwar
49. Robinson River
50. Urupunga

Tiwi Islands Regional Council:

51. Milikapiti
52. Pirlangimpi
53. Wurrumiyanga (Nguuiu)

Victoria Daly Regional Council:

54. Amanbidji
55. Bulla
56. Kalkaringi / Dagaragu
57. Nauiyu (Daly River)
58. Pine Creek
59. Timber Creek
60. Yarralin / Pigeon Hole

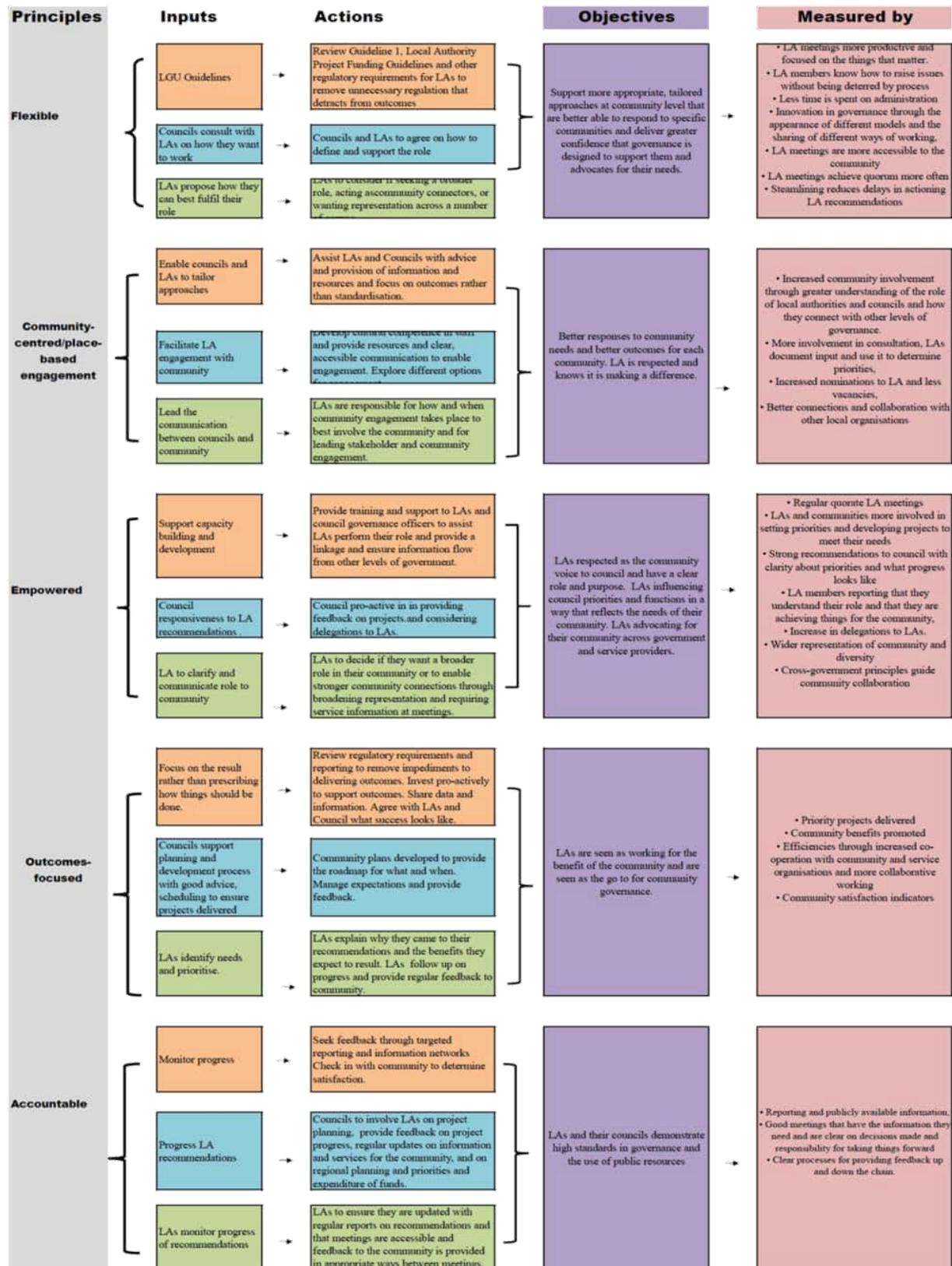
West Arnhem Regional Council:

61. Gunbalanya (Oenpelli)
62. Maningrida
63. Minjilang
64. Waruwi

West Daly Regional Council:

65. Nganmarriyanga
66. Peppimenarti
67. Wadeye

Attachment 3 – Logic model



WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	15.1
Title:	Trailer Screen Options for Local Authority
File Reference:	1084689
Author:	Clem Beard, Project Manager Technical Services

SUMMARY

This report is to provide the Minjilang Local Authority with an indicative cost estimate to purchase a trailer screen for an outdoor movie theatre for community use.

BACKGROUND

MLEI were engaged by Council to undertake a structural engineering assessment of an existing steel framed structure, which had previously been used to support an outdoor theatre screen. The intent of this review is to provide comment as to whether the structure, or parts of the structure, can be retained for the installation of a new screen based on current Australian Standards. This project has now been cancelled due to significant costs associated with planned works.

The Administration were requested at the previous meeting to explore the option of purchasing a trailer screen to replace the existing depilated outdoor movie theatre.

COMMENT

The administration sought indicative quotes from Dreamtech Media to ascertain if a trailer screen would be available to purchase within the annual budget for the Local Authority.

Unfortunately quotes received were well above the annual funding of \$36,900.

Option 1 - Top tier, fully featured LED screen system

- 3.84m x 2m LED screen P6
- Hydraulic lifting ram to lift screen 1.5m in the air
- Electric levelling jacks
- 120 deg turning capacity for screen
- Rechargeable trailer battery
- High quality, loud sound system
- Wireless mic
- On board computer with scoreboard software
- Blu-ray player
- VAST set top box
- VAST satellite dish with accessories
- Generator OR 'house power'
- Yamaha 6.3KVA inverter generator
- Spare parts

Circa \$100,000.00. Fully built and configured.



Stock ex. Darwin

Option 2 - Mid-tier, mid featured LED screen system

- 3.84m x 2m LED screen P6
- Hydraulic lifting ram to lift screen 1.5m in the air
- Electric levelling jacks
- 120deg turning capacity for screen
- Rechargeable trailer battery
- High quality, loud sound system
- Wireless mic
- On board computer with scoreboard software
- VAST set top box
- VAST satellite dish with accessories
- Powered from 'house power' only
- Spare parts

Circa \$90,000.00. Fully built and configured.
Stock ex. Darwin



Finished product

Option 3 - Low tier, LED screen system

- 2.8m x 1.5m LED screen P6
- Single axle trailer
- Fixed mast
- Wind down levelling jacks
- Speaker on stand for deployment when in use
- Deployable rack case with vision controller
- HDMI input for laptop
- Powered from 'house power' only
- Cable package included
- Spare parts

Circa \$55,000.00. Fully built and configured.
Stock ex. Darwin



Indicative example

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable at this time.

FINANCIAL IMPLICATIONS

Local Authority has delegated approval to commit funds, however the cost of the screen exceeds the annual funding allocation of \$36,900.

STRATEGIC IMPLICATIONS

This report is aligned to pillar 4 in the *Regional Plan and Budget 2022-2023* as follows:

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

Goal 4.1

Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the Minjilang Local Authority:

1. Received and noted report entitled '*Trailer Screen Options for Local Authority*'; and
2. Await opportunities from Grants to co-contribute to available funding streams;
 - Or
3. Reviewed this project and approved/not approved Option 1, 2 or 3 from Minjilang Local Authority funding for the viability of purchasing project, given that it may be 2-3 years total LA funding.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	15.2
Title:	Supply and Install General Purpose Power Outlet and Water Bubbler to Basketball Courts for Community use
File Reference:	1084745
Author:	Clem Beard, Project Manager Technical Services; Sam Fazzolari, Project Coordinator Infrastructure

SUMMARY

This report is to provide the Minjilang Local Authority with an indicative cost estimate to supply and install a general purpose power outlet, and a water bubbler to the Basketball Courts for community use.

BACKGROUND

Administration has received feedback from the community of the requirement for a water bubbler and power outlet for music to be supplied and installed at the Minjilang Basketball Courts to enhance the current facility for community use.

COMMENT

The Administration has sought indicative quotes from local suppliers to install a water supply to the Lot 233 Basketball Courts with approval from Power Water including the purchase of a water bubbler. The CSM has requested Stedmans Constructions to quote on supply of power at the Basketball Court to facilitate the use of music at venue and for the supply of potable water.

Supply and Install Power Supply and Water Bubbler to Basketball Courts				
Resource	Unit	Qty	Est Price	Total
Site Servicing Plan for Lot 233 - Power Water	Only	1	\$ 7,500.00	\$ 7,500.00
Run waterline/Install meter	Only	1	\$ 9,500.00	\$ 9,500.00
Installation of Power/Water Bubbler/Accomo	Only	1	\$ 9,500.00	\$ 9,500.00
Contingencies 10%	Only	1	\$ 2,650.00	\$ 2,650.00
Total Estimated/Indicative Costs				\$ 29,150.00

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable at this time.

FINANCIAL IMPLICATIONS

Local Authority approval to commit funds

STRATEGIC IMPLICATIONS

This report is aligned to pillar 4 in the *Regional Plan and Budget 2022-2023* as follows:

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

Goal 4.1

Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the Minjilang Local Authority:

1. Received and noted report entitled *'Supply and Install General Purpose Power Outlet and Water Bubbler to Basketball Courts for Community use'*; or
2. Reviewed this project and approved future funding \$29,150 from Minjilang Local Authority Project Funding.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	15.3
Title:	Waste and Resource Management Report
File Reference:	1084974
Author:	Sara Fitzgerald, Waste and Resource Coordinator

SUMMARY

The purpose of this report is to provide an update to Council on current activity in the Waste and Resource Management areas.

BACKGROUND

During the reporting period meetings have been held with both ALPA and Seaswift to progress recycling for the Minjilang Community.

COMMENT

Landfill

With no further advice from the Northern Land Council we are still awaiting a section 19 lease to extend the footprint of the landfill. New Signage has been ordered to instruct landfill users of correct usage of the site and commercial waste fee contact details.

Litter

Council officers continue regular litter runs to ensure the community public spaces are kept clean and free from litter. We are working towards a Clean-up Minjilang event during dry season to give households the opportunity to dispose unwanted waste and do some more extensive litter removal across the community.

Recycling

A meeting was held with the Regional Manager for ALPA CDP program to discuss options for Cash for containers to be a CDP opportunity within the community. At this stage ALPA is hesitant to undertake any new activities with the focus being on the mango farm/community garden. Council will continue to work towards a model that is suitable for the community to enable Cash for Containers to be run.

An initial meeting has been held with Seaswift to secure back loading of recyclables to Darwin. This is looking positive but will be an ongoing negotiation to come to a final agreement and initiate the recycling.

STATUTORY ENVIRONMENT

Waste Management and Pollution Control Act 1998
Environment Protection Act 2019

POLICY IMPLICATIONS

West Arnhem Regional Council Regional Strategic Plan 2023-24
West Arnhem Regional Council Waste Strategy 2021-26

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This report is aligned to pillar 4 and 5 in the *Regional Plan and Budget 2023-2024* as follows:

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

Goal 4.3	Waste and Water Management Deliver environmentally and economically sound solid waste, water and sewerage services
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PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

Leading by example, we commit to developing a culture of sustainable practice.

We recognise and champion the importance of safe guarding our environment for future generations by working collectively with community, private enterprises and all tiers of government.

Goal 5.1	Recycling and Waste Develop recycling and waste initiatives which protect and preserve community natural resources and the local environment
Goal 5.2	Procurement Develop and implement a leading-edge sustainability procurement strategy
Goal 5.3	Reduce Office Waste All offices recycle and reduce waste and consumables
Goal 5.4	Education Develop and deliver locally relevant education initiatives on sustainability and climate impacts across multiple mediums and platforms
Goal 5.5	Energy Develop a Renewable Energy Strategy
Goal 5.6	Policy Devise and implement a Sustainability and Climate Action Policy

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That the Minjilang Local Authority received and noted report entitled '*Waste and Resource Management Report*'.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	15.4
Title:	Minjilang Local Authority Membership
File Reference:	1085441
Author:	Jessie Schaecken, Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Local Authority Members an opportunity to discuss expanding the membership of the committee.

BACKGROUND

Part 5.1 of the *Local Government Act 2019* (the Act) identifies local authorities as an essential forum for local decision making in remote communities. The key functions of local authorities as outlined in the Act are:

- a. To involve local communities more closely in issues related to local government.
- b. To ensure that local communities have the opportunity to express their opinions on questions affecting local government.
- c. To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region.
- d. To take the views of local communities back to the council and act as advocates on their behalf.
- e. To contribute to the development of the relevant regional plan.
- f. To make recommendations to the council in relation to:
 - i. The council's budget; and
 - ii. The part of the council's area within which the local authority performs its functions.
- g. To perform other functions assigned to the local authority by the minister, in accordance with any guidelines that the minister may make.

COMMENT

Guideline 1: Local Authorities section 5 Local authority members states

5.1 The Council will consider recommendations from the local authority on its composition and membership of the local authority. A council must resolve the number of members for each local authority.

5.2 there must be at least 6 members and a maximum of 14 member for each local authority, unless the Minister approved a different maximum number of members for a particular local authority.

STATUTORY ENVIRONMENT

Section 78 of the *Local Government Act 2019*.

STRATEGIC IMPLICATIONS

This report is aligned to pillars 1 and 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

Goal 1.1	Community Engagement Seek out and support diverse perspectives and collaborations with community,
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community leaders, businesses, agencies and local service providers to enhance community life

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

RECOMMENDATION:

That the Chairperson invited discussions around encouraging new members to apply and expanding the overall membership of the Minjilang Local Authority.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 15 SEPTEMBER 2023

Agenda Reference:	15.5
Title:	Local Authority Members Questions
File Reference:	1084842
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Local Authority Members a formal forum where they can table items for discussion at the Local Authority meeting.

BACKGROUND

Part 5.1 of the *Local Government Act 2019* (the Act) identifies local authorities as an essential forum for local decision making in remote communities. The key functions of local authorities as outlined in the Act are:

- a. To involve local communities more closely in issues related to local government.
- b. To ensure that local communities have the opportunity to express their opinions on questions affecting local government.
- c. To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region.
- d. To take the views of local communities back to the council and act as advocates on their behalf.
- e. To contribute to the development of the relevant regional plan.
- f. To make recommendations to the council in relation to:
 - i. The council's budget; and
 - ii. The part of the council's area within which the local authority performs its functions.
- g. To perform other functions assigned to the local authority by the minister, in accordance with any guidelines that the minister may make.

Local Authority Members are encouraged to raise any other matters that they wish to discuss during the meeting.

STATUTORY ENVIRONMENT

Section 78 of the *Local Government Act 2019*.

STRATEGIC IMPLICATIONS

This report is aligned to pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

Goal 1.1

Community Engagement

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

RECOMMENDATION:
That the Chairperson invited questions from Local Authority Members.

ATTACHMENTS